

BRYANT AND STRATTON'S
COMMON SCHOOL
BOOK-KEEPING;

EMBRACING

SINGLE AND DOUBLE ENTRY.

CONTAINING

SIXTEEN COMPLETE SETS OF BOOKS.

WITH

AMPLE EXERCISES AND ILLUSTRATIONS.

FOR PRIMARY SCHOOLS AND ACADEMIES.

BY

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PREFACE.

THAT there is a demand for a primary work on Book-keeping, which, while it is specially adapted to the comprehension and wants of a younger class of students at our public and private schools, shall seek to enforce, in a philosophical manner, the abstract theories of the science, is assumed by the authors of this treatise, not solely as the basis of an apology for producing a new book, but as the result of careful inquiry among teachers and educationalists, not less than a faithful survey of the field of literature compassing this end.

Experience has often proven that less tact and labor are necessary in *discovering* a want than in *supplying* it, and the present effort whether or not the public may pronounce it successful, is made in full view of this fact. To state an abstract proposition, which the unerring testimony of figures will render impregnable is no difficult matter; but to give vital force to such a statement in clear and satisfactory analyses, whose sequences shall take a practical hold of minds not schooled in the processes of reasoning, is an undertaking which may well cause the conscientious author to pause upon the threshold of his well-meant endeavor. There are minds so constituted as to be able to grasp intuitively, and with unerring certainty, the grander truths of a mathematical problem, discarding alike the minor points of reasoning and illustration, and the pretentious "rules" which, though too often but diluted axioms, are kindly intended to aid the faltering steps of the less self-reliant; but these are the exceptions and not the rule; and hence, experience in teaching has shown us that in the majority of cases, the bare statement of a principle, however fundamental and vital, cannot be alone relied upon for the thorough work of instruction. The labor of a teacher is necessarily one of endless variety and repetition. "Line upon line, and precept upon precept" is the motto of his profession and the signet of his success. While it is not the privilege of an author to know, by actual contact, the individual wants of those whom he aims to instruct, he must, nevertheless be possessed of a general knowledge of these wants, and address himself conscientiously to the task of supplying them.

The authors of this treatise claim for it the distinctive merit of thoroughness, both in the statement and elucidation of principles. In its preparation, two points were assumed: first, that the class of students who would gather instruction from its pages were already learned in the idioms of their own language, no less than in

PREFACE.

the fundamental rules of Arithmetic; and second, that the teachers who would adopt it as a text book, would make themselves familiar with the general scope of its teachings, no less than the details by which its prime theories are enforced. In order that a text book should accomplish any certain result, there should exist a perfect understanding between the author and the teacher, each of which has his own peculiar sphere of labor into which the other cannot enter. The author deals in general principles and their most palpable applications, without being able to anticipate the particular and varied wants of the student, or to supply those wants, even if he knew them. The teacher on the other hand, is the living exponent of the dead letters and forms which, to unpractised eyes are surrounded with a mazy mystery which can be dispelled only by the human voice. His is the sacred office of an interpreter, the duties of which demand of him not only a thorough appreciation of the thought interpreted, but an intimate knowledge of the bearing and capacity of the mind to which he discloses the hidden lore.

In the multiplicity of exercises given, the teacher will find material for an almost indefinite variety of illustrations, and it should be his special care that the student be not permitted to pass from one set to another without fully mastering the subject, both in its general and special application.

The sets are short and definite in their purpose, the object being to keep constantly in view the *result* of the student's labor; for, while it is true that in no way can the science of Accounts be so quickly and thoroughly enforced as in showing at once the result of each separate transaction, as regards both the persons and causes affected, it is no less so that the fundamental theory of the science can best be made apparent by frequently exhibiting the *general* result of all the transactions.

The prominence which is given to Single Entry will, we trust, satisfy the public that we are not prepared to enter into the popular cry of authors and teachers that no system of Accounts is worthy of thought that does not fully carry out the test of equal debits and credits; for while we are free to express our decided preference for Double Entry, we cannot, either in justice to our own convictions, or the prejudices of the public, ignore the points of excellence, or fail to suggest such improvements as are deemed important to a system which *will be* used, to a greater or less extent, to the end of time.

In short, it has been the earnest aim of the authors to produce a book which, though its external appearance would not disgrace the shelves of the Bookseller, its internal merits will not permit it to remain there. It is a book designed for *use*, and as such is respectfully submitted.

BRYANT, STRATTON & PACKARD.

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ABBREVIATIONS AND CHARACTERS

USED IN THIS WORK.

ABBREVIATIONS.

A
Ac't....Account.
Am't....Amount.
Ans.....Answer.
Apr.....April.
Ass't'd...Assorted.
Aug.....August.

B
Bal.....Balance.
B. B.....Bill Book.
Bbls.....Barrels.
B. Pay....Bills Payable.
B. Rec....Bills Receivable.
Blk.....Black.
Bo't....Bought.
Bro't....Brought.
B. W.....Black Walnut.

C
Cap.....Capital.
C. B.....Cash Book.
Co......Company.
Com.....Commission.
Const....Consignment.
Cr......Creditor.

D
Dec.....December.
D'ft.....Draft.
do.....The same.
doz.....Dozen.
Dr......Debtor.
d's.....Days.

E
ea......Each.
E. E.....Errors Excepted.
Emb'd....Embroidered.
Ex......Example.
Exch.....Exchange.
Exp.....Expenses.

F
Fav.....Favor.
Feb.....February.
Fig'd....Figured.
Fol.....Folio.
For'd....Forward.
Fr't....Freight.

G
Gal.....Gallon.

H
Hhd.....Hogshead.

I
I. B.....Invoice Book.
Ins.....Insurance.
Inst.....Instant.
Int.....Interest.
Inv.....Invoice.
Inv't....Inventory.

J
Jan.....January.

L
lbs.....Pounds.
L. F.....Ledger Folio.

M
Mar.....March.
Merch....Merchandise.
Mo.....Month.
Mgy.....Mahogany.

N
No......Number.
Nov.....November.

O
Oct.....October.
O. I. B....Outward Invoice Book.

P
p......Page.
Pay't....Payment.
P. C. B....Petty Cash Book
Pd......Paid.
Pkg.....Package.
Pr......Pair.
pr., per....By.
Prem.....Premium.

R
Rec'd....Received.
R. W.....Rosewood.

S
S. B.....Sales Book.
Sept.....September.
Ship't...Shipment.
Sunds...Sundries.

Y
Yds.....Yards.
Yr.....Year.

CHARACTERS.

@...At.
 %...Account.
 %...Per Cent.
 \$...Dollars.
 ¢...Cents.

£..Pound Sterling.
 s...Shilling.
 ✓..Check Mark.
 +..Sign of Addition.
 —..Sign of Subtraction.

×..Sign of Multiplication.
 =..Sign of Equality.
 1¹..One and one fourth.
 1²..One and one half.
 1⁴..One and three fourths.

PLAN OF THE WORK.

THE course of instruction is synthetical, commencing at the foundation and working upward, making each principle and illustration the opening wedge to higher developments of reason and application, and enforcing at every stage, the *practical* bearings of the required labor.

The Book is divided into two parts, Part I being devoted to Single Entry, and Part II to Double Entry. Each part comprises *eight* distinct Sets of Books, four of which are written out in full, and four given in the form of memoranda for the student to arrange after the models given. The first Set in Part I is intended solely to show the use of the principal books, Day Book and Ledger. Set II begins to deal in *results*. Set III commences with a capital, representing a General Merchandise business, shows the use of the necessary auxiliary books, and enforces the theory of loss and gain by comparing the capital at commencing with that at closing. Set IV represents a Furniture business, introducing the necessary principal and auxiliary books. The peculiar feature of this set is the admitting of a new partner, and continuing the business in the same books.—Set I, Part II, is purely initiatory, introduced for the purpose of enforcing the fundamental principles of the science. Set II continues the business of Set I, but enlarges it, and gives a wider scope of transactions, and more fully enforcing the theory and processes of producing results. This set is given in colors, as affording a more exact model for imitation. Set III contains the same transactions as Set III, Part I, and is presented for the purpose of showing the exact differences between Single and Double Entry. Set IV is a practical set, using all the necessary books of original entry as principal books; posting from them to the Ledger, dispensing with the Journal except for such entries as are not recorded in the other books. This set exhibits, in the most decided manner, the economy and symmetry of Double Entry.

The intermediate “Exercises for the Learner,” and “Examples for Practice,” are relied upon to make the theory and practice of the different sets effective. The “Practical Hints,” at the close, embrace suggestions which should not be overlooked.

PART I.



SINGLE ENTRY.

PART I.

SINGLE ENTRY.

INTRODUCTION.

¹IN estimating the true basis of any science, it is well, if possible, to follow the line of its history, and become familiar with the order and processes of its development. ²This is especially true of the science of Book-keeping, for although it is purely a branch of mathematics, and as such fully entitled to the favor and consideration of scientific men, yet at no period of its history has it ranked in the estimation of scholars, with the more complex and abstract sciences; ³ which fact is owing, mainly, to a misconception or under appreciation of its dignity and importance as connected with the actual duties of life. It is lamentably true that men will grow enthusiastic over the solution of a problem in Euclid, or the effect of a combination of movements upon a chess-board, who are ignorant of the first principles of this the most beautiful and practical of sciences; and are content to pass through life, receiving and appropriating the reputation belonging to men of science and erudition, while they are consciously and persistently unable to decide the simplest question in partnership settlements, or to appreciate the well-established theory of debits and credits in any of its practical applications or philosophical abstractions.

It is difficult to account for this strange inconsistency except upon the ground that Book-keeping is a *practical* science, and as such is suggestive of rude contact with actual business life. It has too much of "the smell of the shop," and mixes too promiscuously with unpoetic bales, boxes, and barrels. It is, doubtless, this restricted view of the science which, more than aught else, has deprived the world of sufficient data from which to compile its history, and left

to the imagination and logical inference what had else been a connected series of recorded facts.

Necessity, it is said, is the mother of invention ; and as all science is the immediate result no less of invention than investigation, it may with truth be said that science is the offspring of necessity. That the science of Book-keeping is essentially so will be apparent in the commonest application of its principles.

⁴The very condition of life is *want*, and the plans and purposes of life aim at the supplying of want. ⁵This necessity of our being begets industry and frugality, and lays the foundation of all real progress in arts and civilization.

⁶To supply the necessities of life the earth, through careful and patient toil, is made to yield her abundance, and the various channels of human enterprise and skill are laid under perpetual contribution.

⁷The wants of man are so numerous, and the means of supplying them so various, that a system of mutual dependence and reciprocal labor becomes not only economical, but necessary ; and thus, from the very first enforcement of the divine law, "In the sweat of thy face shalt thou eat bread," has there grown up a division and classification of labor and wealth.

⁸The tiller of the soil, whose products supply the necessities of hunger ; the manufacturer of fabrics, which are to clothe the body ; the artificer, whose cunning workmanship gratifies the more refined wants and tastes ; the man of science, who supplies food for the mind ; the spiritual teacher, who ministers to the higher development of soul faculties, and the common laborer, who lifts from our shoulders the drudgery of baser toil, are each dependent upon all the others for the sum of material and intellectual comforts which minister to their individual wants ; ⁹and a mutual *exchange* of these comforts constitutes the foundation principle and impulse of that grand system of economy which we call BUSINESS.

¹⁰To facilitate these exchanges it has been found necessary to establish some regular standard of value by which the comparative worth of commodities may be adjusted. ¹¹This standard is usually represented by certain precious metals, usually gold and silver, which also serve as a medium in effecting the exchanges. In all civilized countries this metal is divided into convenient particles, and stamped with its appraised value, and is used, either really, or by implication, in all commercial dealings.

¹²The particular necessity of Book-keeping is to preserve a record

of such exchanges as would otherwise be trusted to memory; although a thorough application of the science embraces other most important results. Its more simple and restricted use may be easily shown.

Suppose, for example, that John Smith is a farmer, and Thomas Jones a manufacturer; that John raises as much food on his farm as is necessary to supply his own wants and those of his neighbor, while Thomas makes clothing sufficient for the demands of both. It is now the easiest thing in the world for both John and Thomas to have food and clothing, simply by exchanging with each other their surplus products. ¹³ An exchange of this kind would possibly need no record; and were this the extent to which commerce had been carried, it is scarcely probable that obstinate brains would have been puzzled with the dry formulas of Book-keeping. But, suppose, further, that Thomas should happen to be in *immediate* want of some of his neighbor's surplus food, without the ability, *at the time*, to render an equivalent in his own products. He says to John, "I want food, and cannot pay for it now, but if you will confide in my honor, I will surely return you an equivalent when I have completed work now in progress." The conditions being satisfactory, the *food* is conveyed from John to Thomas, and the *promise* from Thomas to John. If John is blessed with a faithful memory he may be able to retain the facts connected with this transaction, and thus constantly bear in mind that he *owns* a certain quantity of clothing, which his neighbor is to bring him at a stated time. ¹⁴ But suppose he is not willing to trust to his own memory, nor to that of his neighbor, but desires something tangible which shall at least *represent* this prospective property—a *record* which will not fade with the memory, but will stand for the benefit of whom it may concern, even in the absence of those having a personal knowledge of the facts. The person relied upon to fulfill this promise is Thomas Jones, and ¹⁵ the most natural form of record would be to write his *name* in a book kept for that purpose, and state the fact underneath it, thus:

THOMAS JONES

Bought of JOHN SMITH, a quantity of food, valued at *Ten Dollars*, for which he agrees to pay a quantity of clothing of equal value, on [naming the date of payment.]

¹⁶ A record like the above would be intelligible as containing all the facts, and affording to John Smith a tangible evidence of prop-

INTRODUCTION.

erty which he owns, but which is in the hands of another party; and if this single transaction comprised all of this nature it would scarcely be worth while to attempt a more concise or symmetrical record. ¹⁷ But as dealings of this kind may be very frequent, not only with Thomas Jones, but with other parties, it may be well to ascertain if some more satisfactory and less cumbrous method may not be adopted.

¹⁸ The simple fact expressed in the foregoing record is that Thomas Jones *owes* John Smith ten dollars worth of clothing.

¹⁹ The only events which can vary this fact are, the payment of the debt, or a part of it, overpaying it, or adding to it by subsequent purchase without payment. ²⁰ There are, really, but *two* conditions, as pertaining to persons with whom we have dealings on credit, viz.: that of *owing*, and *being owed*. ²¹ These two conditions are exact counterparts, and so far as they are equal, will cancel each other.

²² It will, therefore, be easy to arrange these opposite facts under the names to which they pertain in such way as that not only the facts themselves, but their relative results, may be ascertained at a glance. For example:

DR.		THOMAS JONES.						CR.	
Date.		He owes us.		Doll's.	Cts.	Date.	We owe him.	Doll's.	Cts.
1861									
Jan.	1	To 1 Bbl. Flour.....		10		Jan.	15 By 4 yds. Cloth.....	10	
Mar.	1	" 10 Bush. Wheat.		12	50	Apr.	1 " Cash.....	5	

This form has been found by experience to be both comprehensive and practical. ²³ It is called an *account*, and, as will be readily seen, ²⁴ is a statement of dealings with Thomas Jones. ²⁵ On one side are arranged the separate amounts of his indebtedness to us, and on the other of our indebtedness to him. ²⁶ The *difference* or *result* will be a net amount owing either to us from Thomas Jones, or to Thomas Jones from us. In other words, if Thomas Jones owes us more than we owe him, the indebtedness is in our favor, and may be reckoned as a part of our property; while, if we owe him more than he owes us, the indebtedness is in his favor, and should be reckoned among our debts. The facts shown

in the account given may be thus analyzed: ²⁷ On the first of January Thomas Jones purchased of us 1 barrel of flour at \$10; and on the 15th of January, sold us 4 yards of cloth for enough to cancel the debt. The amounts on the opposite sides of the account will now exactly balance each other, and the result is the same as though the exchange had been made at once. Again, on the first of March he purchased 10 bushels of wheat, for \$12 50; and on the first of April pays us in cash \$5. This leaves a deficiency in his account of the difference between \$12 50 and \$5; and we say that Thomas Jones *owes* us \$7 50. We have thus a tangible record of property, which if left to memory might be forgotten, and we thus become losers.

²⁸ It will thus be seen that in all cases where exchanges are effected between parties, either of whom is allowed time to perform his part of the contract, some *written* record of the facts are necessary. ²⁹ This written record constitutes the germ and sphere of BOOK-KEEPING.

From the foregoing illustration it will appear that ³⁰ an account has two sides, a ³¹ *debtor* and a *creditor*; that ³² upon the debtor side is shown what is owing *to* us, and ³³ upon the creditor side, what is owing *by* us; ³⁴ that when the debtor side is the larger, the difference will express an amount belonging to us, ³⁵ and when the creditor side is the larger, the difference will express an amount which we owe. ³⁶ In the former case the account would represent property or resources; ³⁷ and in the latter, debt or liability.

³⁸ In the earlier history of Book-keeping, doubtless this form, or something similar, was deemed sufficient for the purposes of trade, ³⁹ it being absolutely necessary only to have some written evidence of such resources and liabilities as had no other tangible existence, and which it would be unsafe to trust entirely to memory. ⁴⁰ It is evident, however, that in an extensive credit business, a book of *consecutive* record, giving a plain and simple account of the business as it progresses day by day, would be of essential service, and it is, therefore, the almost universal practice, particularly among merchants and tradesmen, to keep a ⁴¹ Day Book, in which are entered transactions as they occur.

An example, showing the form of this book, and also that of the Ledger, with the transactions properly transferred, will be seen on the following page.

INTRODUCTION.

DAY BOOK.

NEW YORK, JANUARY 30, 1861.

Jan.	30	JOHN SMITH,	Dr.		
		To 5 yds. Broadcloth.....@ \$4 00	\$20		
		" 10 do Cassimere.....@ 1 50	15		
		" 30 do Black Dress Silk.@ 1 25	37 50		
		" 25 do Flannel.....@ 50	12 50		
		" 10 do Figured Silk.....@ 1 50	15	100	
Mar.	1	JOHN SMITH,	Cr.		
		By Cash paid on account,		75	

These entries, carried to the Ledger, which is the Book of Accounts, would appear thus :

LEDGER.

Dr.		JOHN SMITH.		Cr.
Jan.	30	To Merchandise.....	100	
		Mar.	1	By Cash.....
				75

⁴³The advantages of a Day Book are twofold: First, it affords a regular daily history of the business; and, next, by giving the particulars and details of each transaction in the Day Book, the *amount* alone may be carried to the Ledger, requiring thus less space, and preserving a more symmetrical form of the Ledger accounts.

⁴⁴The Day Book and Ledger in Single Entry contain only such transactions as relate to persons. ⁴⁵All prudent men, however, will feel the importance of having a strict record kept of the receipts and payments of cash and other people's notes, and of the issue and redemption of their own notes. ⁴⁶This is done by means of books specially arranged for such purpose.

The following are the most simple of these forms :

INTRODUCTION.

CASH BOOK.

			<i>Received.</i>		<i>Paid.</i>	
Jan.	1	Amount on hand.....	\$3000			
		Received of James Monroe, on account.....	150			
		Paid Store Expenses, as per Expense Book.....			175	
		Lent John Thompson for one day.....			500	
		Received of Jacob Schuyler for Bill of Mdse.....	75			
		“ “ Robert M. Hart “ “.....	18	75		
		Paid A. T. Stewart in full of account.....			400	
		Received for petty sales, as per Cash Drawer.....	110			
		Balance on hand.....			2278	75
			8353	75	8353	75
	2	Amount brought down.....	2278	75		

BILL BOOK.

BILLS RECEIVABLE.

No.	When Rec'd.	Drawer or Endorser.	Drawee or Maker.	Date.	Time.	When Due.	Amount.	When and How disposed of.	
1	1861 Jan. 1	Robert Minturn,	Jas. Cruikshank,	1861 Dec. 1	60 ds.	1861 Feb. 2	500	1861 Feb. 2	Paid.
2	“ 5	Charles Hawley,	David Woods,	Jan. 5	20 ds.	Feb. 7	1000	Feb. 7	Paid.
3	Feb. 1	Abram Duryea,	Duncan Phye,	“ 10	60 ds.	Ap. 13	1500		
4	“ 15	W. W. Granger,	Ivison & Phinney,	Feb. 15	60 ds.	Ap. 17	300		

BILLS PAYABLE.

No.	When Issued.	Drawer or Endorser.	Drawee or Maker.	Date.	Time.	When Due.	Amount.	When and How Redeemed.	
1	1861 Jan. 12	Samuel Higgins,	Ourselves,	Jan. 12	15 ds.	Jan. 50	150	1861 Jan. 50	Paid.
2	Mar. 1	Peter Cook,	do	Mar. 1	90 ds.	June 2	750		
3	“ “	John D. Hinde,	do	“ “	60 ds.	Apr. 5	200		

These simple and suggestive forms comprise the books commonly used in Single Entry ; and are, perhaps, sufficient for the most pressing demands of business record. It will be the aim of the instructions which follow in this part of the work, to present the subject of Book-keeping as expressed through the forms of Single Entry in as progressive a manner as possible ; and with a view to prepare the mind of the student for the more perfect and beautiful science of Double Entry, which is unfolded in Part Second.

INTRODUCTION.

QUESTIONS FOR REVIEW.

1. How can the true basis of any science be best estimated? 2. Why is this especially true of Book-keeping? 3. Why has Book-keeping not usually been ranked with abstract sciences? 4. What is the chief condition of life? 5. What does this necessity beget? 6. How are the necessities of life supplied? 7. What system grows out of the numerous wants of man? 8. Name some of the classes of men who are mutually dependent one upon the other? 9. What constitutes the foundation principle and impulse of business? 10. How are these exchanges facilitated? 11. How is the standard of value represented? 12. What is the particular necessity of Book-keeping? 13. In the case cited between John Smith and Thomas Jones, where the food and clothing are simultaneously exchanged, is there any actual need of a written record? 14. In the case where the payment of the clothing is deferred, why is a written record necessary? 15. What is the most natural record of the indebtedness of Thomas Jones in the example given? 16. Would this record be intelligible? 17. Why is a more symmetrical and concise record necessary? 18. What is the simple fact expressed in the foregoing record? 19. How may this fact be varied? 20. How many conditions are there pertaining to dealings with persons on credit? 21. How are these conditions as compared with each other? 22. How may these opposite facts be best arranged? 23. What is this form called? 24. How may it be defined? 25. What facts are arranged on either side of an account? 26. What is shown by the *difference* between the sides of an account? 27. Will you analyze the entries in Thomas Jones' account? 28. In cases where exchanges are effected involving *time* in their fulfilment, what is necessary? 29. What does this written record constitute? 30. How many sides has an account? 31. What are they called? 32. What is shown by the *debtor* side? 33. What by the *creditor* side? 34. If the debtor side be the larger, what will the difference express? 35. What, if the creditor side be the larger? 36. What will the account represent in the former case? 37. What, in the latter? 38. In the earlier history of Book-keeping what form of record was probably used? 39. Why was this form alone sufficient? 40. What other forms become necessary in an extensive credit business? 41. What book is usually kept by merchants and tradesmen? 42. What are the advantages of a Day Book? 43. What class of transactions do the Day Book and Ledger in Single Entry contain? 44. What other records will all prudent men keep? 45. How is this done?

SET I.



(INITIATORY.)

DAY BOOK AND LEDGER.

SHOWING SIMPLY THE USE OF THE BOOKS, WITHOUT EXHIBITING
A GENERAL RESULT.

REMARKS.

IN the following set we have the simplest forms known in Book-keeping, viz: ¹ the Day Book and Ledger. ² This set is designed to be purely initiatory, and is introduced mainly to exhibit the forms and character of these important books, which will be extensively used hereafter.

It must be borne in mind that ³ the true purpose of Book-keeping is to preserve a sufficient record of resources and liabilities, to enable the proprietor at any time to ascertain the condition of his business. ⁴ This purpose is only *partially* effected in the records which follow, but it is deemed important that this class of property and debts should be clearly understood before proceeding to the others.

⁵ A Ledger, in Single Entry, is used to exhibit the relation in which the various *persons* with whom we deal on account stand to our business, and contains, therefore, only *personal accounts*, or accounts with persons. Inasmuch, therefore, as every entry on the Day Book is posted to the Ledger, ⁶ the Day Book, also, contains only records which pertain to persons.

⁷ The Day Book records in Single Entry are direct and simple, first expressing the *name* of the person to be debited or credited on the Ledger, together with the *fact* of "Dr." or "Cr.," and next the consideration and amount. ⁸ These records are then transferred under the appropriate Ledger accounts, and thus exhibit ⁹ the *result* of the transactions, so far as persons are concerned.

The set here shown exhibits but few transactions, and those of the most simple kind, ¹⁰ and is not intended to show any *general* result of the business; the main object being to set forth the nature and process of the records which are to appear upon the Ledger.

The student is requested to note well the form and expression, that he may correctly render the "Exercises" which follow this set, and become prepared for the progressive labor in the succeeding sets.

DAY BOOK,—SET I.

1

New York, July 1, 1860.

(1)	Robert Simpson,	Dr.		
	To 10 lbs. Rio Coffee,	@ 12¢	\$1 20	
	„ 1 „ Best Black Tea,		1 00	
	„ 25 „ Crushed Sugar,	„ 12¢	3 00	5 20
<hr/>				
(1)	James Cruikshank,	Dr.		
	To 1 Box Raisins, 25 lbs.	@ 20¢		5
<hr/>				
(1)	Horace Webster,	Dr.		
	To 1 Gal. Vinegar,		0 75	
	„ 3 lbs. Black Tea,	@ 75¢	2 25	
	„ 4 Bush. Apples,	„ 1 00	4 00	7
<hr/>				
(1)	W. L. Carpenter,	Dr.		
	To 50 lbs. Ham,	@ 11¢	5 50	
	„ 1 Box Herrings,		2 00	7 50
	By Cash on %			5
<hr/>				
(2)	John Shields,	Dr.		
	To 1 Bbl. Flour,			8
<hr/>				
(2)	Peter Van Wyck,	Dr.		
	To 5 Gals. Cider Vinegar,	@ 75¢	3 75	
	„ 3 Bush. Potatoes,	„ 1 00	3 00	6 75

DAY BOOK,—SET I.

New York, July 5, 1860.

(2)	Peter Cooper,	Dr.		
	To 6 Galb. Molasses,	@ 75¢	4 50	
	„ 50 lbs. Sugar,	„ 12¢	6 00	
	„ 12 „ Coffee,	„ 11¢	1 32	11 82
	6			
(2)	Stephen O. Hayward,	Dr.		
	To 1 Bbl. Mops Pork,		11 00	
	„ 3 Boxes Sugar, ea. 500 lbs., @ 6¢		90 00	101
	7			
(3)	A. B. Ahwood,	Cr.		
	By Bill of Merchandise, per Invoice,			300
	Dr.			
	To order on S. O. Hayward,			101
	„			
(2)	S. O. Hayward,	Cr.		
	By order as above,			101
	8			
(3)	James Sweeney,	Dr.		
	To 100 lbs. Loaf Sugar, @	9¢	9 00	
	„ 50 „ Crushed „ „	8¢	4 00	
	„ 3 Hhds. Molasses, „ \$20		60 00	73
	10			
(3)	F. R. Stillins,	Dr.		
	To 1 Tierce Rice, 1800 lbs., @ 3¢			54

LEDGER,—SET I.

1

D^{no}

Robert Simpson.

Chⁿ

[illegible]D^{no}

James Cruikshank,

Ch

[illegible]

Dⁿ

Horace Webster,

Ch

[illegible]

Dⁿ

W. L. Carpenter,

E^m

1860					1860				
July	2	To Sund. Art.	1	7 50	July	2	By Cash,	1	5

LEDGER,—SET I.

2

Dr^r

LEDGER,—SET I.

D^r

J. B. Atwood,

C^r

1860						1860					
July	7	Ord. on Hayw.	2	101		July	7	By bill of Midge	2	300	

D^r

James Sweeney,

C^r

1860											
July	8	To Sund. Acc.	2	73							

D^r

F. R. Stebbins,

C^r

1860											
July	10	To 1 Tierce Rice	2	54							

EXERCISES FOR THE LEARNER.

FIRST SERIES.

THE following transactions are to be written up in proper form upon the Day Book, and from thence posted to the Ledger, as in the set preceding.

Memoranda.

Jan. 1. Sold H. W. Ellsworth on %, 5 Bbbs. Flour, @ \$10. Sold James Harper 6 lbs. Coffee, @ 11¢; 5 lbs. Black Tea, @ 75¢; Received Cash on %, \$2. **2.** Bought of Geo. A. Crocker on %, 50 Bush. Apples, @ 50¢; 50 Bbbs. Potatoes, @ \$2 50. **3.** Sold Geo. H. Brown on %, 10 Bbbs. Apples, @ 75¢; 3 lbs. Black Tea, @ 75¢. **4.** Paid Geo. A. Crocker, Cash on %, \$100. **5.** Sold Abraham Lincoln on %, 2 Yds. Broadcloth, @ \$3; 50 lbs. Sugar, @ 8¢; 30 Yds. Sheeting, @ 10¢. **7.** Bought of James Madison, on %, 10 Bbbs. Potatoes, @ \$2 50. **8.** Sold F. A. Perley, on %, 5 Bbbs. Potatoes, @ \$3; 10 Bush. Apples, @ 68¢. **10.** Paid Geo. A. Crocker, Cash, \$50. **11.** Sold P. C. Schuyler, 10 Yds. Broadcloth, @ \$5; Received in cash, \$25. **12.** Sold Peter Cooper on %, 8 lbs. Coffee, @ 12¢; 3 lbs. best Black Tea, @ \$1; 50 lbs. Crushed Sugar, @ 12¢.

QUESTIONS FOR REVIEW.

1. What forms are shown in Set I.? 2. For what is this set designed? 3. What is the true purpose of Book-keeping? 4. Is this purpose fully carried out in the exercises of Set I.? 5. What is shown in the Single Entry Ledger? 6. What does the Day Book contain? 7. What is the form of record in the Single Entry Day Book? 8. Where are these records transferred? 9. When so transferred, what do they exhibit? 10. Is there any general result shown in this set?

SET II.

RETAIL DRY GOODS BUSINESS.

DAY BOOK, LEDGER AND CASH BOOK.

WITH STATEMENT OF RESULTS AT THE CLOSE.

Business Prosperous.

R E M A R K S.

IN this set we are enabled to arrive at more perfect and satisfactory results, and to carry out more fully the true purpose of Book-keeping, ¹that of exhibiting, at any time, the condition of the business.

By the use of the Cash Book we compass a most important object, in ²keeping a check on the receipts and disbursements of cash, and showing the amount on hand. ³Of all the books used in business none is more essential than this; and no cautious business man will ever attempt to do without it. It is true, the amount of cash on hand may be easily ascertained at any time ⁴by *counting* it; but ⁵this process affords no test as to improper expenditures or omissions. ⁶A faithful record of the receipts and disbursements of cash, however—the difference agreeing with the amount actually on hand—gives a degree of confidence, not only in reference to the cash transactions, but to the business generally, which can be secured in no other manner.

⁷A Cash Book, properly kept, will, at any time, show the amount of cash on hand; and for this special purpose is it introduced in this connection. The form here used, though perhaps not the best for general purposes, is extremely simple and easily understood. It is customary, in most business houses, to close up the Cash Book ⁸at the end of each business day, and bring the balance down as a basis for the next day's transactions. ⁹We have varied this plan to better suit our convenience, closing up each week during the first month's business, and only once in the next month. This is deemed sufficient for the purposes of illustration.

The particular advance which is made in this set over the preceding is more apparent in the statement which follows the Cash Book, and which will show, at a glance, the grand design of Book-keeping.

Nothing is more desirable in connection with business record than ¹⁰the ability to exhibit *results* in a clear and unmistakable manner. To this end the learner should be taught to attach much importance to the *statements* given in connection with the various sets, and particularly to the principles deduced therefrom.

DAY BOOK,—SET II.

1

St. Louis, April 1, 1861.

(1)	Roberts, Rhodes & Co., (N. Y.) Cr.				
	By Adse. per Invoice,				1000
(1)	James Campbell,	Dr.			
	To 10 Yds. Calico,	@ 12¢	1 20		
	" 5 " Ribbon,	" 20¢	1 00		
	" 20 " Sheetting,	" 10¢	2 00		
	" 5 " Broadcloth,	" 3 00	15 00	19	20
	3				
(1)	Lauren G. Thomas	Dr.			
	To 15 Yds. Capimare,	@ 1 00	15 00		
	" 20 " Dress Silk,	" 1 25	25 00	40	
	4				
(1)	R. B. Finney,	Dr.			
	To 10 Yds. Vesting,	@ 5 00	50 00		
	" Trimmings, etc.,		10 00	60	
	5				
(2)	David P. Johnson,	Dr.			
	To 6 Yds. Flannel,	@ 50¢	3 00		
	" 12 " Alpaca,	" 1 50	18 00	21	
	"				
(2)	Isaac Stevens,	Dr.			
	To 12 Yds. Dress Silk,	@ 1 50	18 00		
	" 6 " Fine Broadcloth,	" 4 00	24 00	42	
	6				
(1)	James Campbell,	Cr.			
	By Cash on %,				10

DAY BOOK,—SET II.

St. Louis, April 8, 1861.

(2)	Cyrus Wheelock,	Dr.		
	To 25 Yds. 10-4 Sheeting,	@	75¢	18 75
	,, 6 Pairs Ladies' Hose,	,,	1.00	6 00
	,, 12 Yds. Printed Taconets,	,,	15¢	1 80
	10			26 55
(2)	Robert Demarest,	Dr.		
	To 25 Yds. Black Doeskin,	@	2 00	50 00
	,, 50 ,, Bleached Shirting,	,,	15¢	7 50
	12			57 50
(2)	Cyrus Wheelock,	Cr.		
	By Cash on %,			15
(3)	James Mcwator, (per wife,)	Dr.		
	To 1 Doz. Linen Hdkfs.,			6 00
	,, 10 Yds. Cotton Damask,	@	25¢	2 50
	,, 14 ,, Black Bombazine,	,,	1 50	21 00
	15			29 50
(4)	James Campbell, (per daughter,)	Dr.		
	To 1 Pair Lisle Gauntlets,			1 00
	,, 12 Yds. French Calico,	@	15¢	1 80
	,, 3 Doz. Satin Buttons,	,,	25¢	75
	,, 8 Skeins Twist,	@	4¢	32
	16			3 87
(3)	James W. Lusk,	Dr.		
	To 1 Yd. Black Satin,			2 00
	,, Trimmings for Vest			1 50
				3 50

DAY BOOK,—SET II.

3

St. Louis, April 17, 1861.

2)	Robert Demarest, Cr. By Order on S. S. Packard, to Bal. %,	57 50
3)	S. S. Packard, Dr. To Order as above,	57 50
3)	James A. Swater, Dr. To 20 Yds. Linseys, @ 50¢ 10 00 ,, 30 ,, Corset Jeans, ,, 30¢ 9 00 ,, 1 Doz. Gents. Socks ,, 3 00	22
3)	S. S. Packard, Dr. To 10 Yds. French Broadcloth, @ 4 00 40 00 ,, 50 ,, Globe Drills, ,, 13¢ 6 50 ,, 20 ,, Paper Cambrics, ,, 12¢ 2 40 ,, 15 ,, Cotton Damask, ,, 25¢ 3 75 ,, 30 ,, Cottonades, ,, 33¢ 9 90 ,, 6 Pairs Kid Gloves, ,, 75¢ 4 50	67 03
6)	Cr. By Cash,	50

DAY BOOK,—SET II.

St. Louis, April 25, 1861.

3)	John F. Howell, Jr.,	Dr.		
	To 10 Yds. Mixed Satinet, @	75¢	7 50	
	,, 6 ,, Cotton Drilling, ,,	10¢	60	
	,, 4 ,, Fine Satin,		2 00	
	,, 10 Skeins Twist, ,,	4¢	40	10 50
	27			
4)	Amos Dean,	Dr.		
	To 6 Yds. Black Doeskin, @	2 00	12 00	
	,, 1 Doz. Linen Hdkfs, ,,	50¢	6 00	
	,, 6 Pairs Gents. Hase, ,,	25¢	1 50	19 50
	30			
3)	James Mcwater,	Cr.		
	By Cash on Ac,		20	
	"			
1)	Lauren G. Thomas,	Cr.		
	By Cash in full of Ac,		40	
	"			
2)	Isaac Stevens,	Dr.		
	To 14 Yds. Poplin, @	1 25	17 50	
	,, 1 Pair Kid Gloves,		1 00	18 50

DAY BOOK,—SET II.

5

St. Louis, May 1, 1861.

1)	<i>James Campbell,</i>	<i>Dr.</i>		
	<i>To 12 Yds. Brilliant, @ 25¢ 3 00</i>			
	<i>„ 35 „ Blk. Bombazine, „ 1 50 52 50</i>			
	<i>2</i>			
1)	<i>R. B. Finney,</i>	<i>Dr.</i>		
	<i>To 10 Yds. Blk. Doeskin, @ 1 63 16 30</i>			
	<i>„ 25 „ Brown Sheetings, „ 12¢ 3 00</i>			
	<i>„ 20 „ Check Gingham, „ 20¢ 4 00</i>			
	<i>5</i>			
1)	<i>Roberts, Rhodes & Co.,</i>	<i>Dr.</i>		
	<i>To Cash, (Dft. on New York,) on %,</i>			
	<i>6</i>			
3)	<i>S. S. Packard,</i>	<i>Dr.</i>		
	<i>To 15 Yds. Duck Drilling, @ 20¢ 3 00</i>			
	<i>„ 10 „ Brown „ „ 30¢ 3 00</i>			
	<i>„ 6 Pairs Pearl Spun Hose, „ 75¢ 4 50</i>			
	<i>7</i>			
2)	<i>David P. Johnson,</i>	<i>Dr.</i>		
	<i>To 8 Yds. Broadcloth, @ 4 00 32 00</i>			
	<i>„ 10 „ Doeskin, „ 2 00 20 00</i>			
	<i>„ 1 „ Satin, 2 00</i>			
	<i>„ Kimmings, 5 00</i>			
	<i>„</i>			
2)	<i>Robert Demarest,</i>	<i>Dr.</i>		
	<i>To 14 Yds. Dress Silk, @ 2 00</i>			

DAY BOOK,—SET II.

St. Louis, May 9, 1861.

(4)	Robert C. Spencer,	Dr.		
	To 10 Yds. Flannel,	@ 50¢	5 00	
	„ 6 Linen Hdkfs.,	„ 38¢	2 28	
	„ 20 Yds. Brown Sheetting,	„ 12¢	2 40	9 68
	10			
(2)	Isaac Stevens,	Cr.		
	By Cash on %,			30
	12			
(1)	R. B. Finney,	Dr.		
	To 6 Pairs Gents. Hase,	@ 25¢	1 50	
	„ 1 Pair Suspenders,		1 00	
	„ 1 „ Kid Gloves,		75	3 25
	15			
(1)	James Campbell,	Dr.		
	To 10 Yds. Broadcloth,	@ 4 00	40 00	
	„ 6 „ Doeskin,	„ 2 00	12 00	52
	„			
(1)	R. B. Finney,	Cr.		
	By Cash on %,			25
	20			
(3)	John F. Howell, Jr.,	Dr.		
	To 4 Yds. Beaver Cloth,	@ 3 00	12 00	
	„ 1 „ Satin,		4 00	
	„ Trimmings for Coat and Vest,		8 00	24
	21			
(2)	Cyrus Wheelock,	Cr.		
	By Cash in full of %,			11 55

DAY BOOK,—SET II.

7

St. Louis, May 25, 1861.

1)	<i>R. B. Finney,</i>	<i>Cr.</i>	61 55
	<i>By Cash to balance %,</i>		
	27		
3)	<i>John S. Howell, Jr.,</i>	<i>Cr.</i>	
	<i>By 2 Cords Wood,</i>	@ 5 00 10 00	
	<i>„ 50 lbs. Butter,</i>	„ 16¢ 8 00	18
	„		
3)	<i>James W. Lusk,</i>	<i>Dr.</i>	
	<i>To 13 Yds. Mous. de Laine,</i>	@ 25¢ 3 25	
	<i>„ 14 „ Figured Silk,</i>	„ 1 50¢ 21 00	
	<i>„ Trimmings for Dress,</i>	10 00	34 25
	28		
4)	<i>Robert C. Spencer,</i>	<i>Dr.</i>	
	<i>To 12 Yds. Broadcloth,</i>	@ 4 00 48 00	
	<i>„ 6 „ Black Doeskin,</i>	„ 2 00 12 00	60
	30		
4)	<i>Amos Dean,</i>	<i>Dr.</i>	
	<i>To 50 Yds. Brown Sheetting,</i>	@ 12¢ 6 00	
	<i>„ 10 „ Rebed Flannel,</i>	„ 75¢ 7 50	13 50
	<i>Cr.</i>		
4)	<i>By Cash in full of %,</i>		33

INDEX TO LEDGER,—SET II.

A	N
<i>Swater, James,----- 3</i>	
B	O
C	P
<i>Campbell, James,----- 1</i>	<i>Packard, S. S.,----- 3</i>
D	Q
<i>Demarest, Rob't,----- 2</i>	
<i>Dean, Amos,----- 4</i>	
E	R
	<i>Roberts, Rhodes, J' Co.,----- 1</i>
F	S
<i>Finney, R. B.,----- 1</i>	<i>Stevens, Isaac,----- 2</i>
	<i>Spencer, Rob't & Co.,----- 4</i>
G	T
	<i>Thomas, L. G.,----- 1</i>
H	U
<i>Howell, S. S., Jr.,----- 3</i>	
I J	V
<i>Johnson, David P.,----- 2</i>	
K	W
	<i>Wheelock, Cyrus,----- 2</i>
L	X Y
<i>Lusk, James W.,----- 3</i>	
M	Z

LEDGER,—SET II.

1

D^r *Roberts, Rhodes & Co.* *C^d*

1861						1861					
May	5	To Cash,	4	2000		Apr.	1	By M ^d se.,	1	4000	
										4000	
										2000	
										2000	

D^r *James Campbell.* *C^d*

1861						1861					
Apr.	1	To M ^d se.,	1	19	20	Apr.	6	By Cash,	1	10	
"	15	" "	2	3	87						
May	1	" "	4	55	50						
"	15	" "	5	52							

D^r *Lauren G. Thomas.* *C^d*

1861						1861					
Apr.	3	To M ^d se.,	1	40		Apr.	30	By Cash,	4	40	

D^r *R. B. Finney.* *C^d*

1861						1861					
Apr.	4	To M ^d se.,	1	60		May	15	By Cash,		25	
May	2	" "	4	23	30	"	25	" "		61	55
"	12	" "	5	3	25						
				86	55					86	55

LEDGER,—SET II.

2

D^r

David P. Johnson.

C^r

1861									
Apr.	5	To Mlsc.,	1	21					
May	7	" "	5	59					
				80 00					

D^r

Isaac Stevens.

C^r

1861					1861				
Apr.	5	To Mlsc.,	1	42	May	10	By Cash,	6	30
"	30	" "	4	18 50					
				60 50					
				20					
				20 50					

D^r

Cyrus Wheelock.

C^r

1861					1861				
Apr.	8	To Mlsc.,	2	26 55	Apr.	12	By Cash,	2	15
					May	21	" "	6	11 55
				26 55					26 55

D^r

Robert Demarest.

C^r

1861					1861				
Apr.	10	To Mlsc.,	2	57 50	Apr.	17	Order S. S. P.	3	57 50
May	7	" "	5	28					
				85 50					
				57 60					
				28 00					

LEDGER,—SET II.

3

D^r *James Atwater,* *C^d*

1861						1861					
Apr. 12	To Adse.,	2	29	50	Apr. 30	By Cash,	4	20			
" 19	" "	3	22								
		51	50								
		20									
		31	50								

D^r *James W. Lusk,* *C^d*

1861											
Apr. 16	To Adse.,	2	3	50							
May 27	" "	7	34	25							
		27	75								

D^r *S. S. Packard,* *C^d*

1861						1861					
Apr. 17	To D.'s order,	2	57	50	Apr. 20	By Cash,	3	50			
" 20	To Adse.,	3	67	05							
May 6	" "	4	10	50							
		125	05								
		50									
		85	05								

D^r *John J. Howell, Jr.,* *C^d*

1861						1861					
Apr. 25	To Adse.,	4	10	50	May 27	By Sundries	7	18			
May 20	" "	6	24								
		34	50								
		18									
		16	50								

LEDGER,—SET II.

4

D^r

Amos Dean.

C^r

1861						1861					
Apr. 27	To Mds.	4	19	50		May 30	By Cash,				33
May 3	" "	7	13	50							
			33								33

D^r

Robert C. Spencer,

C^r

1861											
May 9	To Mds.	5	9	68							
" 28	" " 69 68	7	60								

CASH BOOK,—SET II.

Cash, _____

Dr^d

Cr^d

1861							
Apr.	1	Amount on hand,	1500				
		Paid for Station'y, Post. stamps, etc.				8	
		Received for Sales this day, per tickets,	115	25			
	2	Paid for Insurance, $\frac{1}{2}\%$ on \$4000,				20	
		" Drayage on Mlde.,				5	
		Received for Sales this day, per tickets,	175				
	3	Drew out for Personal Expenses,				15	
		Paid Porter on % of Wages,				5	
		Received for Sales this day, per tickets,	87	23			
	4	Paid Expenses Clearing Store,				2	50
		" for 1 Box Pens,					88
		Received for Sales this day, per tickets,	110	50			
	5	Paid for Letter Press,				7	50
		" " putting Light in Window,				2	50
		Received for Sales this day, per tickets,	183	25			
	6	" of James Campbell on %,	10				
		Paid Clerk's Salary,				15	
		Received for Sales this day, per tickets,	100				
		Balance on hand,				2199	85
			2281	23		2281	23
	8	Balance brought down,	2199	85			
		Paid for 1 Doz. Balls Twine,				1	20
		" " Carriage Hire,				4	
		Received for Sales this day, per tickets,	215				
	9	Paid Drayage, \$4; Postage, \$3,				7	
		" for Thom. Case,				20	
		Carried over,	2414	85		32	20

CASH BOOK,—SET II.

Cash,

D^r

C^d

1861					
Apr.		Brought over,	2444	85	32 20
		Received for Sales this day, per tickets,	76		
10		Paid for Safe,			250
		" Book-keeper on %,			10
		" Small items of Expense,			1 28
		Received for Sales this day, per tickets,	110		
11		Paid Rent in full to Mary 31,			200
		" on Bill of Furniture,			25
		Received for Sales this day, per tickets,	76	75	
12		" of Cyrus Wheelock, on %,	15		
		" for Sales this day, per tickets,	84		
13		" " " "	98	75	
		Balance on hand,			2356 87
			2875	35	2875 35
<hr/>					
15		Balance brought down,	2356	87	
		Paid Express Charges,			1 50
		" for Postage Stamps,			1
		" Carpenter for Repairing Store,			56 83
		Received for Sales this day, per tickets,	95		
16		" " " "	88	75	
17		" " " "	126	31	
18		Paid Drayage, \$4; Freight, \$7 50,			11 50
		Received for Sales this day, per tickets,	175		
19		" " " "	210	50	
20		" of S. S. Packard on %,	50		
		" for Sales this day,	112	81	
		Balance on hand,			3144 41
			3215	24	3215 24

CASH BOOK,—SET II.

Cash, D^r Cr^d

1861							
Apr.	22	Balance on hand,	3144	41			
		Paid for 2 Tons Coal, @ \$5 00,				10	
		" Balance on Furniture,				53	
		Received for Sales this day, per tickets,	103	20			
	23	" " " "	129				
	24	" " " "	180	58			
	25	Paid Book-keeper on %,				15	
		Received for Sales this day, per tickets,	98				
	26	" " " "	163	75			
	27	Paid Drayage,				10	
		" Porterage,				6	
		Received for Sales this day, per tickets,	173	81			
		Balance on hand,				3898	75
			3992	75	3992	75	
	29	Balance brought down,	3898	75			
		Paid Express Charges on Package from Chicago,				1	50
		" Freight on Albs.,				24	75
		Received for Sales this day, per tickets,	74	10			
	30	" of James Schwab, on %,	20				
		" " L. G. Thomas, in full,	40				
		" for Sales this day, per tickets,	125				
		Balance on hand,				4131	60
			4157	85	4157	85	

CASH BOOK,—SET II.

Cash,

D^r

C^r

1861						
May	1	Balance on hand,	4131	60		
		Paid for Firkin of Butter for Family,			10	
	2	" for Stationery,			1	50
	5	" Roberts, Rhodes & Co. on %,			2000	
	7	" Clerk's Salary,			50	
		Received for Sales this Week,	497	84		
	10	" of Isaac Stevens, on %,	30			
	12	Paid for Inv. Mlde., Freight, etc.,			1575	88
		" on % of Rent,			50	
		" for Carriage Hire,			15	
	14	Received for Sales this Week,	553	25		
	15	" of R. B. Finney on %,	25			
	17	Paid for Ton of Hay,			12	
	20	" Gas Bill,			10	24
	21	Received of Cyrus Wheelock, in full of %,	11	55		
		" for Sales this Week,	723	85		
	25	" of R. B. Finney, in full of %,	61	55		
	26	Paid for Postage Stamps,			3	
		" " Stationery,			5	
	28	Received for Sales this Week,	573	24		
	30	" of Amos Dean, in full of %,	33			
		Balance on hand,			2908	26
			6640	88	6640	88
		Balance on hand,	2908	26		

STATEMENT.

"THE facts embraced in the following statement are gathered from the preceding Ledger and Cash Book, and will afford a more concise and satisfactory view of the true purport of Book-keeping than could be enforced by any other form of argument. ¹² It must be borne in mind that any statement which shows the *condition* of business must embrace a list of its property and debts; or, in business language, its *resources* and *liabilities*; and, consequently, ¹³ any system of Book-keeping which will enable one the most easily and certainly to get at these facts, must—other things being equal—be the best system.

The variety of resources and liabilities in the business here represented is quite limited, and requires, therefore, fewer aids than would otherwise be essential. In fact, the Cash Book and Ledger, in connection with an inventory of unsold merchandise, afford all the necessary results for the purposes of a statement.

Resources.			
1. <i>From Ledger Accounts.</i> — ¹⁴ Balances due from persons.			
James Campbell,.....	\$120	57	
David P. Johnson,.....	80	00	
Isaac Stevens,.....	30	50	
Robert Demarest,.....	28	00	
James Atwater,.....	31	50	
James W. Lusk,.....	37	75	
S. S. Packard,.....	85	05	
John J. Howell, Jr.,.....	16	50	
Robert C. Spencer,.....	69	68	
2. <i>From Cash Book.</i> — ¹⁵ Balance of Cash on hand,....	2908	26	
3. <i>From Inventory.</i> — ¹⁶ Merchandise on hand*,.....	1075	45	\$4483 26
Liabilities.			
¹⁷ <i>From Ledger Accounts.</i> —Balance due Roberts, Rhodes & Company,.....			
			2000
PRESENT WORTH,.....			\$2483 26

* The value of merchandise on hand has necessarily to be assumed. In business it would be ascertained by taking an actual inventory or "Account of stock."——

From the foregoing abstract we ascertain the present worth or net capital of the concern to be,	\$2483 26
From which, if we deduct the investment at commencing,	1500
We shall show the net gain during the two months to be,	\$983 26
From these illustrations we gather the following	

RULES.

- ¹⁸ 1. To ascertain the NET CAPITAL, or PRESENT WORTH, subtract the liabilities from the resources.
- ¹⁹ 2. To ascertain the NET GAIN during business, subtract the net capital at commencing from the net capital at closing.

EXAMPLES FOR PRACTICE.

THE following examples are given to make the student more familiar with the principles embraced in the preceding set; and especially to enforce the theory of the foregoing rules. He should be required, not only to produce the proper results, but in each case to render a *written statement*, similar to that on the preceding page.

EXAMPLE I.—A merchant commenced business with a capital of \$5000. At the end of the year he gathers from his books the following facts: Amount of Cash received, \$15,000; Amount paid out, \$10,500; A. B.'s account stands, Dr. \$1500; Cr. \$1000; C. D.'s, Dr. \$4000; Cr. \$3500; E. F.'s, Dr. \$975; Cr. \$450; G. H.'s, Dr. \$483 75; Cr. \$300; Merchandise on hand, as per inventory, \$2750; Amount owing to J. K., \$1500. *Required, the net capital at closing, and the net gain during business.*

EXAMPLE II.—A. and B. commence business with the following resources: Cash, \$3000; Notes, \$1500; Merchandise, \$3500; Real Estate, \$10,000; Balance due on personal accounts, \$12,500. At the end of six months, their resources and liabilities are as follows: Cash on hand, \$1500; Cash in Bank, \$4000; Notes, \$3500; Merchandise, \$3750; Real Estate, \$15,000; Due on Personal Accounts, \$5000;—Amount due from the firm, on their notes, \$750; Amount due to persons on account, \$1500. *Required, the capital at commencing; at closing; and the net gain.*

EXERCISES FOR THE LEARNER.

SECOND SERIES.

THE following transactions should be written up with great care. Let the student use *all* the books introduced in Set II., and in the same manner.

Memoranda.

July 1. Commenced Business with Cash on hand, \$1500.—Bo't of Harrison Scott on %, 50 Bbls. Genesee Flour, @ \$8; 2 Hhds. Molasses, 140 Gals., @ 40¢; 12 Boxes Soap, @ \$4; 6 Half Chests Y. H. Tea, @ \$20.—Paid for Stationery and Sundry Expenses, \$50.—Rec'd Cash, for Petty Sales, \$15.—**2.** Sold J. W. Husted, on %, 10 Bbls. Genesee Flour, @ \$9 25; 4 Boxes Soap, @ \$4 25.—Paid Drayage, \$2.—Rec'd Cash for Petty Sales, \$50.—**3.** Sold John Banks on %, 15 Bbls. Flour, @ \$9 50; 3 Half Chests Tea, @ \$25.—Paid Harrison Scott, Cash on %, \$200.—Rec'd Cash for Petty Sales, \$75.—**4.** Bo't of Henry P. Smith, on %, 10 Hhds. Molasses, 1200 Gals., @ 50¢; 12 Boxes Havana Sugar, 3750 lbs., @ 6¢.—Sold J. C. Hall, on %, 10 Gals. Molasses, @ 75¢; 1 Bbl. Flour, @ \$9.—Rec'd Cash for Petty Sales, \$110.—**5.** Sold Henry P. Smith, on %, 5 Bbls. Flour, @ \$9.—Received Cash on % of John Banks, \$50.—Rec'd Cash for Sales this day, \$115 75.—**6.** Paid Cash for Stationery, \$5 50.—Rec'd Cash for Sales this day, \$110 75.—**8.** Bo't of C. J. Judd, on %, 5 Bbls. Coffee Sugar, 1000 lbs., @ 6½¢; 6 Hhds. Molasses, 4000 Gals., @ 50¢.—Rec'd Cash for Sales this day, \$75 50.—**9.** Paid Cash for Clerk Hire, \$50.—Received for Sales this day, \$50.—**10.** Rec'd Cash for Sales this day, \$83 30.—**11.** Sold John Banks, on %, 10 Gals. Molasses, @ 60¢; 50 lbs. Coffee Sugar, @ 7¢; 1 Bbl. Flour, @ \$9.—Rec'd Cash for Sales this day, \$68 50.—**12.** Paid C. J. Judd Cash on %, \$500.—Rec'd Cash for Sales this day, \$75.—**13.** Rec'd Cash for Sales this day, \$117 50.—**15.** Bo't of Thomas Palmer on %, 3 Bbls. Soda Crackers, @ \$4 20; 12 Boxes Butter Crackers, 360 lbs., @ 6¢; 40 Loaves Bread, @ 10¢.—Paid Portorage in Cash, \$3; For Cleaning Store, \$5.—Rec'd Cash for Sales this

QUESTIONS FOR REVIEW.

day, \$123 75.—**16.** Paid James Smith, Cash for Repairing Store, \$25.—Sold Rob't Hayward, on %, 1 Bbl. Soda Crackers, @ \$5; 3 Boxes Butter Crackers, 90 lbs., @ 7¢.—Rec'd Cash for Sales this day, \$97 50.—**17.** Rec'd Cash for Sales this day, \$125 75.—**18.** Sold W. F. Norman on %, 100 lbs. Sugar, @ 7¢; 50 Gals. Molasses, @ 60¢; 60 lbs. Sugar, @ 7¢.—Paid Smith & McDougal for Printing Circulars, \$5 50.—Rec'd Cash for Sales this day, \$88 93.—**19.** Paid Cash for Postage Stamps, \$3; Letter Paper, \$5.—Rec'd Cash for Sales this day, \$98 37.—**20.** Rec'd Cash for Sales this day, \$117 95.—**22.** Rec'd Cash on % of John Banks, \$50.—Sold Robert Hayward on %, 30 Gals. Molasses, @ 60¢; 2 H'f Chests Tea, @ \$25.—Rec'd Cash for Sales this day, \$84 28.—**23.** Rec'd Cash on % of Rob't Hayward, \$30.—Rec'd Cash for Sales this day, \$75.—**24.** Sold J. C. Buttre on %, 1 Hhd. Molasses, 75 Gals., @ 56¢.—Rec'd for Sales this day, \$65 75.—**25.** Rec'd Cash of Rob't Hayward, in full of %, \$49 30.—Rec'd Cash for Sales this day, \$78 25.—**26.** Rec'd Cash for Sales this day, \$48 95.—**27.** Paid Clerk's Salary in Cash, \$50.—Rec'd Cash on % of J. C. Hall, \$16 50.—Paid Henry P. Smith, Cash in full of %, \$780.—Rec'd Cash for Sales this day, \$81 38.—Mdse. unsold, amounts, per Inventory, to \$1500.

QUESTIONS FOR REVIEW.

REMARKS, PAGE 28.

1. What more perfect results are shown in Set II? 2. What important end is accomplished in keeping a Cash Book? 3. What is one of the most essential books in business? 4. How may the amount of cash on hand be ascertained without the use of a Cash Book? 5. What tests are omitted if we depend solely upon *counting* the cash? 6. What advantages are there in a faithful record of receipts and disbursements of cash? 7. What will be shown at any time by a Cash Book properly kept? 8. How often in business is it customary to close up the Cash Book? 9. How often is the Cash Book, used in this connection, closed? 10. What is a desirable feature in business record?

STATEMENT, PAGE 45.

11. From what sources are the facts exhibited in the Statement on page 43 obtained? 12. What is an indispensable requisite to any statement showing the condition of business? 13. What is the sure test of superiority in a system of Book-keeping? 14. What class of resources are found in the Ledger? 15. What, in the Cash Book? 16. What ascertained only from Inventory? 17. How are our liabilities ascertained? 18. What is the rule for ascertaining the *present worth* of a concern? 19. What, for ascertaining the *gain during business*?

SET III.

WHOLESALE DRY GOODS BUSINESS.

(PARTNERSHIP.)

DAY BOOK, LEDGER, SALES BOOK, CASH
BOOK, AND BILL BOOK.

WITH STATEMENT OF AFFAIRS AT THE COMMENCEMENT, AND ALSO AT THE CLOSE.

Business Adverse.

R E M A R K S.

IN the set which follows we have enlarged the area of our labor, by enlarging our business, and adding somewhat to the variety of our resources and liabilities. The peculiar feature of this set consists in the auxiliary books, which are introduced for the double purpose of teaching their use, and preserving a more complete record of the transactions. The form of Cash Book given in this connection differs from that in Set II, in its arrangement of receipts and payments. This form is the one in common use, and is preferable to the other, mainly on account of its complete separation of the two conditions named; the *receipts* being placed on one page, and the *payments* on the other. The Bill Book and Sales Book will explain themselves. There are more comprehensive forms for the Bill Book in use, but the form here submitted is the one more generally used, and has the merit of simplicity and plainness. The Sales Book is one of the most convenient auxiliaries a merchant can adopt; and particularly where any amount of wholesaling or general credit business is done. It is not absolutely essential that the credit sales should be entered on the Day Book, as they may easily be posted from the Sales Book direct; but as many merchants adopt the plan of posting *only* from the Day Book, and as there are some very good reasons for adopting this policy, we have here given it practical endorsement. The initials, "D. B.," "C. B.," and "B. B.," in the margin of the Sales Book, (standing for Day Book, Cash Book, and Bill Book) will indicate the books wherein are entered the various resources received for merchandise. The Sales Book is not, properly speaking, a book of *results*, and is not consulted in making up our list of resources and liabilities.

In the former set the result of the business was a gain; in this a loss has been sustained, which is shared equally by the two partners.

In writing up this set the student should be required to observe the order of dates in the various books, and complete the record of each transaction before proceeding to the next. For example: On the 1st of July, Robert Van Schaick purchased of us a bill of merchandise for which he paid cash. This entry is first made in the Sales Book, from which the amount is transferred to the Cash Book, and marked "C. B." in the margin of the Sales Book. The succeeding entries in the Sales Book are, in the same manner, transferred to the appropriate books which are indicated in the margin.

DAY BOOK,—SET III.

1

Albany, July 1, 1861.

1)	<i>H. B. Bryant,</i>	<i>Cr.</i>	
	<i>For Investments in Business, viz.:</i>		
	<i>Merchandise, as per Inventory,</i>	<i>\$4750</i>	
	<i>Notes, as per Bill Book,</i>	<i>1500</i>	
	<i>Cash, as per Cash Book,</i>	<i>1200</i>	
	<i>Balances due on Personal Accounts, viz.:</i>		
	<i>John R. Penn,</i>	<i>500</i>	
	<i>L. Fairbanks,</i>	<i>750</i>	
	<i>Alonzo Gaston,</i>	<i>375</i>	<i>9075</i>
	<i>"</i>		
1)	<i>H. D. Shattou,</i>	<i>Cr.</i>	
	<i>For Investment, as follows:</i>		
	<i>House and Lot, valued at</i>	<i>5000</i>	
	<i>Cash in Union Bank,</i>	<i>3000</i>	<i>8000</i>
	<i>"</i>		
1)	<i>John R. Penn,</i>	<i>Dr.</i>	
	<i>To Balance favor of H. B. Bryant,</i>		<i>500</i>
	<i>"</i>		
1)	<i>Lorenzo Fairbanks,</i>	<i>Dr.</i>	
	<i>To Balance favor of H. B. Bryant,</i>		<i>750</i>
	<i>"</i>		
2)	<i>Alonzo Gaston,</i>	<i>Dr.</i>	
	<i>To Balance favor of H. B. Bryant,</i>		<i>375</i>

DAY BOOK,—SET III.

Albany, July 2, 1861.

1)	John R. Penn,	Cr.	
	By Cash on %,		250
	3		
2)	James Johnson,	Dr.	
	To Bill of Mlsc. per Sales Book,		192
	5		
2)	Claflin, Mellen & Co., (N. Y.)	Cr.	
	By Invoice Boots and Shoes,		575
	"		
2)	H. T. Stewart & Co.,	Cr.	
	By Invoice Dry Goods,		757
	7		
3)	E. B. Rice,	Dr.	
	To Bill of Mlsc. per Sales Book,		42 45
	"		
2)	Alonzo Gaston,	Cr.	
	By Cash in full of %,		375
	10		
3)	Benjamin Payn,	Dr.	
	To Bill of Mlsc. per Sales Book,		23 41
	"		
2)	H. T. Stewart & Co.,	Dr.	
	To Cash on %,		300

DAY BOOK,—SET III.

3

Albany, July 12, 1861.

1)	H. D. Stratton,	Dr.	
	To Accepted Draft, favor of P. R. Spencer, as per Bill Book,		75
	13		
3)	Amos Dean,	Dr.	
	To Bill of Misc. per Sales Book,		150
	15		
2)	Claflin, Mellen & Co.,	Dr.	
	To Note @ 60 ds., to Balance %,		575
	11		
1)	H. B. Bryant,	Dr.	
	To Cash on Private %,		75
	16		
1)	Lorenzo Fairbanks,	Cr.	
	By Cash on %,		350
	20		
3)	Victor M. Rice,	Dr.	
	To Bill of Misc. per Sales Book,		82 88
	Cr. _____		
3)	By Cash on %,		30
	21		
3)	Amos Dean,	Cr.	
	By Cash on %,		50
	23		
3)	James Sheldon,	Dr.	
	To Bill of Misc. per Sales Book;		132 24

DAY BOOK,—SET III.

Albany, July 24, 1861.

3)	E. B. Rice,	Cr.		
	By Cash in full of %,		42	45
	_____ 25 _____			
4)	William Shepard,	Dr.		
	To Bill of M ^{se} . per Sales Book,		37	55
	_____ 26 _____			
4)	John Belden,	Dr.		
	To Bill of M ^{se} . per Sales Book,		216	50
	_____ " _____			
2)	M. T. Stewart & Co.,	Dr.		
	To Cash in full of %,		457	
	_____ 29 _____			
1)	John R. Penn,	Cr.		
	By Cash in full of %,		250	
	_____ 31 _____			
4)	Chas. M. Seeley,	Dr.		
	To M ^{se} . as per Sales Book,		182	40
	_____ Cr. _____			
4)	By Cash on %,		75	

INDEX TO LEDGER,—SET III.

A	N
B	O
<i>Bryant, H. B.,</i> ----- 1	
<i>Belden, John,</i> ----- 4	
C	P
<i>Claffin, Mellen & Co.,</i> ----- 2	<i>Penn, John R.,</i> ----- 1
	<i>Payn, Benj.,</i> ----- 3
D	Q
<i>Dean, Amos,</i> ----- 3	
E	R
	<i>Rice, E. B.,</i> ----- 3
	<i>Rice, V. M.,</i> ----- 3
F	S
<i>Fairbanks, Lorenzo,</i> ----- 1	<i>Stratton, H. D.,</i> ----- 1
	<i>Stewart, A. T.,</i> ----- 2
	<i>Sheldon, James,</i> ----- 4
	<i>Shepard, William,</i> ----- 4
	<i>Seeley, Chas. H.,</i> ----- 4
G	T
<i>Gaston, Helonzo,</i> ----- 2	
H	U
I J	V
<i>Johnson, James,</i> ----- 2	
K	W
L	X Y
M	Z

LEDGER,—SET III.

1

D^r *H. B. Bryant.* *C^d*

1861						1861					
July	15	To Cash,	3	75		July	1	By Invest'd	1	90	75

D^r *H. D. Stratton.* *C^d*

1861						1861					
July	12	To Acceptance	3	75		July	1	By Invest'd	1	80	00

D^r *John R. Penn.* *C^d*

1861						1861					
July	1	Bal. H. B. B.	1	500		July	2	By Cash,	2	250	
							29	" "	4	250	
				500			"			500	

D^r *Lorenzo Fairbanks.* *C^d*

1861						1861					
July	1	Bal. H. B. B.	1	750		July	16	By Cash,	3	350	

LEDGER,—SET III.

2

D^r

Alonzo Gaston.

C^r

1861						1861					
July	1	Bal. H. B. B.	1	375		July	7	By Cash,		375	

D^r

James Johnson.

C^r

1861											
July	3	To Mds.,	2	192							

D^r

Claflin, Mellen & Co.

C^r

1861						1861					
July	15	To note @ 60 ds.	3	575		July	5	By Mds.,	2	575	

D^r

A. T. Stewart & Co.

C^r

1861						1861					
July	10	To Cash,	2	300		July	5	By Mds.,	2	757	
"	26	" "	4	457							
				757						757	

LEDGER,—SET III.

3

D^r

E. B. Rice.

C^r

1861						1861					
July	7	To Mds.,	2	42	45	July	24	By Cash,	4	42	45

D^r

Benjamin Payn.

C^r

1861											
July	10	To Mds.,	2	23	41						

D^r

Amos Dean.

C^r

1861						1861					
July	13	To Mds.,	3	180		July	21	By Cash,	3	50	

D^r

Victor M. Rice.

C^r

1861						1861					
July	20	To Mds.,	3	82	88	July	20	By Cash,		30	

LEDGER,—SET III.

4

Dⁿ

James Sheldon.

Ch^{rs}

[illegible]

D₄

William Shepard.

Ch

[illegible]

Dⁿ

John Belden.

Ch.

[illegible]

D₁₄

Charles A. Seeley.

Ch

1861						1861					
July	31	To Macc.,	4	182	40	July	31	By Cash,	4	75	

SALES BOOK,—SET III.

1

Albany, July 1, 1861.

C. B.	<p><i>Robert Van Schaick,</i> <i>Cash.</i></p> <p>110 Yds. Merrimack Prints, @ 11¢ \$12 10</p> <p>75 " Union " " 10¢ 7 50</p> <p>120 " Orange " " 9½¢ 11 40</p> <p>80 " Lowell " " 10¢ 8 00</p> <p style="text-align: right;">3</p>		39 00
	<p><i>James Johnson,</i> <i>On %.</i></p> <p>2 Cases Men's Thick Boots, 24 pr., @ \$2, \$48 00</p> <p>3 " Calf Welt " 36 " " 3, 108 00</p> <p>1 " Boys Grain D.S. 12 " " 3, 36 00</p> <p style="text-align: right;">4</p>		
	<p><i>E. H. Bender,</i> <i>Note @ 60 ds.</i></p> <p>1 Case Feml'n Rem'ts, 1200 Yds. @ 5½¢ \$66 00</p> <p>9 Pieces Lynn Cottons, 270 " " 11¢ 29 70</p> <p>3 " Scotch P. Ging. 125 " " 10¢ 12 50</p> <p style="text-align: right;">7</p>		
	<p><i>E. B. Rice,</i> <i>On %.</i></p> <p>2 Pieces Eagle Cottons, 80 Yds., @ 12¢ \$9 60</p> <p>3 " Garibaldi Twills, 95 " " 9¢ 8 55</p> <p>2 " Bl'ch Drills, 90 " " 11¢ 9 90</p> <p>4 " Mariotta Cloth, 120 " " 12¢ 14 40</p> <p style="text-align: right;">8</p>		
	<p><i>W. H. Clark,</i> <i>Cash.</i></p> <p>3 Pieces Bar Muslin, 54 Yds., @ 13¢ \$7 02</p> <p>2 " Brillante, 64 " " 20¢ 12 80</p>		

SALES BOOK,—SET III.

2

Albany, July 10, 1861.

D.B.	<i>Benjamin Fayr,</i>	On %.	6 Pieces Paper Cambric, 72 Yds., @ 8¢ \$5 76	23 44
			1 " 6-4 Cot. Dam., 36 " " 40¢ 14 40	
			1 " Canvas, 25 " " 13¢ 3 25	
			12	
B.B.	<i>Calvin S. Sill, (Troy,)</i>	Note @ 90 ds.	10 Pieces Fancy Linens, 120 Yds., @ 25¢ \$25 00	173
			20 " Crash, Linen, 200 " " 9¢ 18 00	
			15 " Eng'h Prints, 200 " " 22¢ 44 00	
			3 Doz. Palmoral Skirts, 36 @ \$2 25 81 00	
			13	
D.B.	<i>Amos Dean,</i>	On %.	3 Cases Wip. Brogans, 72 pr. @ \$1 50 \$108 00	180
			2 " Ladies' Sand. 120 " " 60¢ 72 00	
			18	
C.B.	<i>Geo. H. Doty, (Schenectady,)</i>	Cash.	2 Cas. Wom. Walk. Shoes, 120 pr. @ \$1 00 \$120 00	252
			1 " Lad. Mor. " 48 " " 1 50 72 00	
			4 Pcs. Check. Marseilles, 40 Yds. " 75¢ 30 00	
			10 " Cam. Curt. Clk, 120 " " 25¢ 30 00	
			20	
D.B.	<i>Victor M. Rice,</i>	On %.	1 Doz. Silk Scarfs, 12 @ 88¢ \$10 56	82 88
			4 Pcs. English Tweed, 36 Yds. " \$1 12 40 32	
			2 " Span. Ch. P's, 80 " " 40¢ 32 00	

SALES BOOK,—SET III.

Albany, July 22, 1861.

B.B.	<i>James R. Morgan, (Buf.) Note @ 6 mos.</i> 3 Doz. Elastic Hoop Shirts, 36 @ \$2 50 \$90 00 1 " Stella Sharps, 12 " 2 00 24 00 6 Pcs. Parametta, 300 Yds., " 75¢ 225 00	339
D.B.	<i>James Sheldon, (Scholarie,) On %.</i> 3 Cases Congress Gaiters, 36 P. @ \$1 30 \$46 80 4 " Tenny Lind " 48 " 1 12 53 76 2 " Mipes Sandals, 96 " 33¢ 31 68	132 24
C.B.	<i>Robert Metcalf, Cash.</i> 4 Cases Men's Thick Boots, 48 pr. @ \$1 50 \$72 00 3 " Calf Welt " 36 " " 2 00 72 00 1 " Patent Leath. " 12 " " 5 00 60 00 1 " Mipes School Shoes, 60 " " 50¢ 30 00	234
C.B.	<i>Charles Heydon, (Greenbush,) Cash.</i> 1 Piece Blk. Doeskin, 20 Yds., @ \$1 25 \$25 00 3 Pcs. Corset Jeans, 90 " " 10¢ 9 00 6 " De Laine, 180 " " 40¢ 72 00	106
D.B.	<i>William Shepard, (Hudson,) On %.</i> 6 Pcs. Lancas. Gingham, 250 Yds. @ 10¢ \$25 00 1 " Canvas, 30 " " 12½¢ 3 75 1 " Padding, 40 " " 10¢ 4 00 3 " Wiggins, 60 " " 8¢ 4 80	37 55

SALES BOOK,—SET III.

4

Albany, July 25, 1861.

C. B.	Rob't Dawes, (Pittsfield, Ms.)		Cash.	
	4 Cases	Misses' Fancy Ties, 96 pr. @ 70¢	\$67 20	
	2 "	Shuttle Boots, 48 pr. @ \$1 25	60 00	
	1 "	Wool Garters, 24 " " 1 50	36 00	163 20
26				
D. B.	John Belden, (Utica,)		On %.	
	2 Pcs.	Fancy Caprimeres, 50 Yds. @ \$1 25	\$62 50	
	3 "	Saco " 60 " " 1 00	60 00	
	9 "	Hard Times " 270 " " 20¢	54 00	
	2 "	Striped Satinet, 50 " " 50¢	40 00	216 50
27				
C. B.	James H. Lausley,		Cash.	
	1 Doz.	Hella Shawls, 12 @ \$2 00	\$24 00	
	3 "	Balmoral Skirts, 36 " 2 25	81 00	
	2 "	Silk Scarfs, 24 " 88¢	21 12	
	3 "	Gents. L. Hdkfs., 36 " 35¢	12 60	138 72
29				
C. B.	Wm. H. Fiquet, (Marion, Ala.)		Cash.	
	8 Pcs.	Turkey Red Prints, 200 Yds. @ 16¢	\$32 00	
	10 "	English Tweed, 90 " " 1 00	90 00	
	2 "	Spanish Check, 80 " " 40¢	32 00	154
31				
D. B.	Charles M. Sealey, (Rochester,)		On %.	
	4 Cas.	Miss. Renfrew Boots, 96 pr. @ \$1 00	\$96 00	
	2 "	Ladies' Rarey " 24 " " 2 00	48 00	
	2 "	Miss. Union Gait., 48 " " 80¢	38 40	182 40

Cash,

Dⁿ

1861					
July	1	Am't Invested by H. B. Bryant,	1200		
"	"	" " " H. D. Stratton, (in bank)	3000		
"	"	Rec'd for Mds. sold Rob't & Van Schaick,	39		
"	2	" on % of S. R. Penn,	250		
"	3	" for Petty Sales,	17	50	
"	7	" of Alonzo Gaston, in full of %,	375		
"	8	" " W. H. Clark for Mds. per S. R.	19	82	
"	10	" Amount of Rob't & Bruce's Note,	500		
"	12	" for Petty Sales,	33	50	
"	16	" of Lorenzo Fairbanks, on %,	350		
"	18	" " G. H. Doty for Mds. per S. R.	252	6036	82
				6036	82
	18	Balance on hand,		5403	57
	20	Rec'd on % of Victor M. Rice,	30		
	21	" " " Amos Dean,	50		
	23	" of R. Metcalf for Mds. per S. R.	234		
	24	" " Cha's Heydon " " "	106		
	"	" " E. B. Rice in full of %,	42	45	
	25	" " Rob't & Dawes,	163	20	
	27	" " J. H. Lausley for Mds. per S. R.	138	72	
	29	" " W. H. Fiquet " "	154		
	"	" " John R. Penn in full of %,	250		
	31	" " Cha's A. Seeley on %,	75	1243	37
				6646	94
		Balance on hand,		5881	94

SET III.

Cash,

C^d

1861					
July	1	Paid for Postage Stamps and Pens,	5		
	2	" " Printing Hand Bills,	10		
	4	" C. Jones for Repair, Store, (per ch.)	175		
	5	" Freight on Mds., (per ch.)	27	50	
	7	" Clerk Hire,	25		
	8	" Expenses to New York,	15	75	
	10	" A. T. Stewart & Co. on %,	300		
	15	" H. B. Bryant on Private %,	75	633	25
		Balance on hand,		5403	57
				6036	82
	19	Paid for Advtst. in Eve. Journal,	15		
	20	" " Petty Expenses,	10		
	21	" Bill for Carpenter Work, (per ch.)	175		
	"	" Drayage, \$5; Postage, \$3,	8		
	25	" Clerk Hire,	25		
	"	" for Accept. fav. of H. D. Stratton	75		
	26	" A. T. Stewart in full of %,	457	765	
		Balance on hand,		5881	94
				6646	94

BILL BOOK,--SET III.

Receivable.

No.	When Rec'd.	For what Rec'd.	Drawer or Endorser.	Drawee or Maker.	Date.	Term.	When Due.	Amount.	When and How Disposed of.
1	1861 July 4	Invest. H. B. B.	Henry Trison,	Robert Bruce,	1861 June 7	30 ds.	1861 July 10	500	1861 July 10 Paid.
2	" 4	" "	Jas. W. Lusk,	S. S. Packard,	Jan. 10	8 mos.	Sept. 13	1000	
3	" 4	Misc.,	E. T. Catkins,	E. H. Bender,	July 4	60 ds.	" 5	108 20	
4	" 12	" "	G. V. S. Duackend' h,	Cabrin S. Sell,	" 12	90 ds.	Oct. 13	173	
5	" 22	" "	W. P. Spencer,	James R. Morgan,	" 22	6 mos.	1862 Jan. 25	339	

66

Payable.

No.	When Issued.	For what Issued.	Drawer or Endorser.	Drawee or Maker.	Date.	Term.	When Due.	Amount.	When and How Disposed of.
1	1861 July 12	H. D. S.	P. R. Spencer,	H. D. Stratton,	1861 July 12	10 ds.	1861 July 25	75	1861 July 25 Paid.
2	" 15	To clear %,	Clapton, Mellon & Co.	Bryand & Stratton,	" 15	60 "	Sept. 16	575	

STATEMENT

SHOWING THE CONDITION OF BUSINESS AT THE CLOSE OF SET III.

Resources.	Dr.		Cr.		Balance.	
1. From Ledger Accounts.						
Lorenzo Fairbanks.....	750		350		400	
James Johnson.....	192				192	
Benjamin Payn.....	23	41			23	41
Amos Dean.....	180		50		130	
Victor M. Rice.....	82	88	30		52	88
James Sheldon.....	132	24			132	24
William Shepard.....	37	55			37	55
John Belden.....	216	50			216	50
Chas. A. Seeley.....	182	40	75		107	40
2. From Cash Book. —Balance of Cash on hand.....					5881	94
3. From Bill Book.						
S. S. Packard's Note, due Sept. 13.....			\$1000	00		
E. H. Bender's, " " 5.....				108 20		
Calvin S. Sill's, " Oct. 13.....				173 00		
Jas. R. Morgan's, " Jan. 25.....				339 00	1620	20
4. From Inventory.						
Merchandise unsold.....					3000	
Real Estate.....					5000	
					16794	12
Liabilities.						
<i>From Bill Book.</i> —Note favor Claflin, Mellen & Co.....					575	
PRESENT WORTH.					16219	12

To ascertain the net loss of the concern, and the present worth of each partner, we have the following facts :

H. B. Bryant invested.....	\$9075	
" drew out.....	75	
Net Investment.....		\$9000
H. D. Stratton invested.....	\$8000	
" drew out.....	75	
Net Investment.....		7925
Total Net Investment.....		\$16925
Deduct Present Worth.....		16219 12
Leaves NET LOSS.....		\$705 88
H. B. Bryant's Net Investment.....	\$9000	
Less $\frac{1}{2}$ Net Loss.....	352 94	
Leaves Present Worth.....		8647 06
H. D. Stratton's Net Investment.....	\$7925	
Less $\frac{1}{2}$ Net Loss.....	352 94	
Leaves Present Worth.....		7572 06
TOTAL PRESENT WORTH.		<u>\$16219 12</u>

EXAMPLES FOR PRACTICE.

From the foregoing statement we deduce the following

RULES.

1. To ascertain the NET LOSS during business, subtract the net capital at closing from the net capital at commencing.
 2. To ascertain the NET CAPITAL of each partner at closing, subtract his NET LOSS from, or add his NET GAIN to his NET INVESTMENT.
-

EXAMPLES FOR PRACTICE.

EXAMPLE I.—A. commenced business with a cash capital of \$8750. At the close of the year his resources and liabilities were as follows: Cash on hand, \$3700; Notes on hand, \$7000; Merchandise unsold, \$2500; Amounts owing on Personal Accounts, \$2000;—He owes on notes, \$5000; To various persons, \$2500. *What has been his loss? What is his net capital at closing?*

EXAMPLE II.—E. and F. enter into copartnership on equal terms, each investing at commencement, \$10,000; and each withdrawing during the business, \$1500. At the close of a certain period the following exhibit shows the true condition of their affairs: Cash on hand, \$500; Balance in Bank, \$7000; Due them on Personal Accounts, \$5783 75, of which \$875 is worthless; Due them on Notes, \$6750; Merchandise on hand, \$2700; Real Estate, \$5000; Bank Stock, \$3500; They owe to persons on account, \$10,000; On Notes, \$5600. *Have they gained or lost in business, and how much? What is each partner's net capital at closing?*

EXAMPLE III.—A. B. and C. are partners. A. puts into the concern, \$7500; B., \$5300; C., \$4700. At the close of the year their books exhibit the following results: John Smith, Dr. \$1700, Cr. \$500; John Parker, Dr. \$1100, Cr. \$975; Abram Schenck, Dr. \$1750, Cr. \$2700; Albert Dodge, Dr., \$1859 38, Cr. \$212 50; Cash received, \$125,368 29; Paid out, \$122,480 23; Notes received, \$1900; Notes disposed of, \$1200; Merchandise unsold, \$2700; Value of Store and Fixtures, \$15,750; A. has drawn out \$2000; B., \$1500; C., \$785; They have issued Notes to the amount of \$30,000, of which they have redeemed \$25,800. *Required a written statement which shall exhibit all these facts, as also, the amount of gain or loss during the business, and each partner's net capital at closing.*

EXERCISES FOR THE LEARNER.

THIRD SERIES.

 Memoranda.

July 1. S. S. Packard and John R. Penn commence business with the following resources and liabilities; gains and losses to be divided equally. S. S. Packard invests *Cash*, \$4000; *Merchandise*, \$1750; *Notes*, as follows: one for \$500, in favor of S. S. P., signed by H. B. Bryant, and endorsed by W. P. Spencer, dated June 1, @ 60 ds.; and one for \$700, an accepted draft, drawn by L. S. Bliss on George Claghorn, May 1, at 90 ds. sight, and accepted May 3; *Personal Accounts*, as follows: Henry Fish, \$500; Robert Fulton, \$750; David Coleman, \$900. John R. Penn invests, *Cash*, \$500; *Real Estate*, \$5000.—**2.** Sold N. Frederick, on %, 2 Doz. Gent's Silk Handkerchiefs, 24, @ 40¢; 6 Pcs. Amoskeag Sheeting, 130 Yds., @ 10¢; 4 do. Mixed Cassimeres, 100 Yds., @ 50¢.—Rec'd Cash of Henry Fish, in full of %, \$500.—Paid Cash for Stationery and Printing, \$30.—**3.** Sold Ira Packard on his acceptance, at 10 days, 1 Case Child's Metallic Tip Shoes, 60 Prs., @ 50¢; 2 do. Child's Heel Gaiters, 96 Prs., @ 63¢; 3 Pcs. English Tweed, 27 Yds., @ \$1.—**4.** Sold Wm. T. Bush, on %, 4 Cases Men's Congress Gaiters, 96 Prs., @ \$1 50; 2 do. Gent's Canada Ties, 24 Prs., @ \$1 75.—Sold James Magoon, for Cash, 1 Piece Striped Velvet, 10 Yds., @ \$5; 6 do. Paper Cambrics, 72 Yds., @ 8¢; 10 do. Lynn Cottons, 300 Yds., at 11¢.—**5.** Paid Cash for petty Expenses, \$3 75.—Sold Robert Smith, on his note at 60 days, 3 Pcs. Lancaster Gingham, 125 Yds., @ 10¢; 6 do. Scotch Plaid, 240 Yds., @ 13¢.—Bought of Star, Barnum & Seeley, Invoice of Merchandise, amounting to \$5000; Paid Cash, \$2500; Note, at 6 months, \$2500.—**6.** Rec'd Cash on % of David Coleman, \$500.—Sold Roger Williams, for Cash, 1 Case Misses Cork Sole Shoes, 60 Prs., @ 75¢; 1 do. Gent's Paris Gaiters, 24 Prs., @ \$1 75.—Rec'd Cash for petty Sales, \$25 50.—**7.** Sold John Fitch, on %, 3 Doz. Elastic Hoop Skirts, 36, @ \$2 50; 1 Doz. "Empress" do., 12, @ \$2; 3 Pcs. Check Marseilles, 30 Yds., @ 50¢.—Sold Samuel Nash, for Cash, 3 Pcs. English Tweed, 27 Yds., @ \$1; 6 do. Corduroy, 250 Yds., @ 75¢.—Rec'd Cash of Wm. T. Bush, on %, \$50.—**9.** Paid John R. Penn, Cash on private %, \$100.—Paid Cash for petty Expenses, \$7 50.—**10.**

EXERCISES FOR THE LEARNER.

Sold John Anderson, for Cash, 3 Cases Ladies' Extra Balmoral Boots, 144 Prs., @ \$2; 2 Cases Ladies' "Opera" Gaiters, 48, @ \$1 75.—**12.** Paid S. S. Packard, Cash on private %, \$75.—Sold Thomas Hunter, on %, 6 Pcs. Merrimack Prints, 210 Yds., @ 9¢; 5 do. "Union" Prints, 150 Yds., @ 8¢; 7 do. Lancaster Prints, 244 Yds., @ 8½¢; 4 do. Orange Prints, 120 Yds., @ 8½¢.—Rec'd Cash for petty Sales, \$10 38.—**13.** Rec'd Cash of David Coleman, in full of %, \$400.—Sold John Howard, on %, 3 Pcs. Lancaster Gingham, 125 Yds., @ 10¢; 2 do. French Merino, 40 Yds., @ 50¢; 5 do. Bar. Muslin, 90 Yds., @ 14¢.—**14.** Sold Robert Coons, for Cash, 6 Pcs. Fancy Linens, 36 Yds., @ \$2; 5 do. English Prints, 200 Yds., @ 20¢; 6 do. Parametta (Maroon), 300 Yds., @ 75¢.—Paid Cash for Repairing Store, \$75.—**16.** Rec'd Cash of John Fitch, in full of %, \$129.—Sold Henry Fish, on %, 5 Pcs. Amoskeag Stripes, 120 Yds., @ 12½¢; 4 do. Pepperell Sheeting, 160 Yds., @ 10¢; 4 do. Auburn Sheeting, 120 Yds., @ 15¢.—**17.** Rec'd Cash in full of Robert Fulton's %, \$750.—Sold Simon Walker, on his note at 60 days, 4 Cases Men's Thick Boots, 48 Prs., @ \$1 25; 2 do. Double-Soled Boots, 24 Prs., @ \$1 50.—**20.** Sold Geo. F. Smith, for Cash, 2 Cases Women's Walking Shoes, 120 Prs., @ 50¢; 2 do. Jenny Lind Gaiters, 24 Prs., @ \$1 15; 2 do. "Opera" Gaiters, 24 Prs., @ \$1 75.—Paid Clerk hire in Cash, \$65.—**21.** Rec'd Cash of Henry Fish, in full of %, \$49.

STATEMENT

OF RESOURCES AND LIABILITIES, JULY 21.

The student should be required to make his books conform to the following statement, and to render the same, according to the Example given in connection with Set III.

Resources.			Liabilities.		
Personal Accounts.....	\$315	54	Notes, payable.....	\$2500	
Notes, receivable.....	1457	18	S. S. P.'s Net Investment	9025	
Cash.....	5286	49	J. R. P.'s.....	5400	
Merchandise (per Inv.)...	4500				
Real Estate.....	5000				
NET LOSS.....	365	79			
	\$16925	00		\$16925	00

SET IV.

FURNITURE AND CABINET BUSINESS.

(TWO PARTNERS, ADMITTING A THIRD.)

DAY BOOK, SALES BOOK, LEDGER, CASH
BOOK, AND TIME BOOK.

WITH AN IMPROVED METHOD OF USING THE SALES BOOK AS A PRINCIPAL BOOK, AND
EMBRACING VALUABLE INSTRUCTIONS PERTAINING TO A CHANGE IN BUSINESS.

Business Prosperous.

REMARKS.

It is intended in this Set to realize, as nearly as may be, the capabilities of Single Entry. With this view we have introduced several new features, to which we call special attention.

It has been the pleasure of certain authors and teachers to condemn Single Entry Book-keeping as wholly inadequate to the demands of business, and, therefore, unworthy of consideration; but while we are behind no one in our admiration of the superior facilities and safeguards of Double Entry, we are not at all prepared to conclude that a very extensive business may not be conducted with perfect safety, having no better record than that afforded by an intelligent and faithful application of the principles of Single Entry Book-keeping. This fact, together with another of equal force, viz., that in many of the first-class houses in our large commercial cities, Single Entry is preferred, affords sufficient cause for attempting to present its strongest points to the public.

The materials from which the transactions in this Set are constructed, were obtained from an extensive cabinet warehouse in New York, and the routine has the merit, at least, of being business-like. The forms of the books, and arrangement of the various records, are submitted as the most simple and practical in use.

One important feature in this Set is the use of the Sales Book distinct from the Day Book. In Set III, although a Sales Book is used, all sales *on credit* are first transferred to the Day Book, and from thence posted into the Ledger. Here, however, the credit sales are posted to the personal accounts *directly from the Sales Book*. This affords a great saving of time, and is, in all respects, quite as satisfactory. The figures in the margin of the Sales Book refer to the Ledger page to which the amounts are posted; the initials "C. B." and "B. B." indicate that the result of the sales thus marked, are shown in the Cash Book and Bill Book. The former of these is exhibited at length; the latter has been omitted, although it is expected that the learner will supply it, after the form given in Set III.

REMARKS.

The taking in of a new partner forms another important feature of this Set, and one which will afford the learner some of the most valuable hints connected with Accounts. It is a settled principle in Accounts, or should be, that whenever any change in the business occurs, the existing resources and liabilities of the concern should be made apparent; and, consequently, the proprietors' accounts should represent their net investment *at the time of the change*. The same rule holds good respecting the landmarks of business, or the financial eras, such as the close of a fiscal year, or any important event which makes it necessary to exhibit on the main books the exact condition of the business.

In the case under consideration, the existing partners, "Lester and Brown," propose to admit a new partner, who shall invest equally with them, and share equally in the gains and losses. The partners' accounts now show only their *original* investment; and it will be evident that, if the new partner invests an amount just equal to this, he will unjustly become a joint-partner in the gains which have already accrued, but which remain unacknowledged in the business. The original partners, it is plain, are entitled to all the avails of the concern previous to admitting the new partner, and if their own proper accounts do not show what this net amount is, they should be made to. Therefore, before deciding how much the new partner should invest to place him on an equal footing with his associates, it becomes necessary to credit the original partners with their respective gains during business. With this view the statement on the third page of the Day Book is made, and the partners thereafter credited, each with his net gain. The partners' accounts in the Ledger are then closed up, and the balances brought down as a new capital, which is, of course, the amount that the new partner must invest.

The general Statement which follows this Set affords, perhaps, as convenient a form for such statements as any in use. The student cannot too carefully study the philosophy of these, nor be too particular in drawing them up, as to their neatness and perspicuity. An obscure or insufficient statement of a business, however prosperous and satisfactory may be the condition which it aims to show, is like a good story so bunglingly told that its chief points are obscured, and its moral entirely lost sight of.

For simplicity, directness, and efficiency, the forms and general plan of Set IV are submitted as a model.

DAY BOOK,—SET IV.

1

Brooklyn, April 1, 1861.

James Lester and Robert Brown enter into Copartnership this day, as Dealers in Furniture and Cabinet-ware, under the firm-title of "Lester & Brown;" Mr. Lester transferring to the firm the Assets and Liabilities of a former Business, and Mr. Brown investing an equivalent in Cash, as per terms of Contract.		
(1)	James Lester, By Investment, as follows: Cr.	
	Misc., (finished articles,) per J. B., \$3000 00	
	Materials and Unfinished Work, ,, 2500 00	
	Tools and Implements, 300 00	
	Notes on hand, per Bill Book, 1375 00	
	Balance of David Owens' % , 230 00	
	,, ,, Thomas Webster's % , 57 30	
	,, ,, Timothy Paywell's % , 175 00	7637 30
(1)	James Lester, Dr.	
	To the following Debts, assumed by Firm:	
	Note favor Joseph Wiggins, due Ap. 20, \$500 00	
	,, ,, Peter Jones, ,, Sep. 10, 250 00	
	Balance due Austin Packard on % , 175 00	
	,, ,, J. W. Bulkley, ,, 230 00	1155
(1)	Robert Brown, Cr.	
	By Cash,	6482 30
(1)	David Owens, Dr.	
	To Balance due J. L.,	230
(1)	Thomas Webster, Dr.	
	To Balance due J. L.,	57 30

DAY BOOK,—SET IV.

2

Brooklyn, April 1, 1861.

2)	Timothy Paywell,	Dr.	
	To Balance due S. L.,		175
2)	Austin Packard,	Cr.	
	By Balance due from S. L.,		175
2)	J. W. Bulkley,	Cr.	
	By Balance due from S. L.,		230
1)	David Owens,	Cr.	
	By Cash to Bal. %,		230
3)	H. W. Clark,	Cr.	
	By Cash on %,		50
1)	Thomas Webster,	Cr.	
	By Cash in full of %,		57 30
2)	Austin Packard,	Dr.	
	To Cash in full of %,		175
3)	Richard Bannister,	Cr.	
	By Cash on %,		30
3)	Roger Bacon,	Cr.	
	By Cash in full of %,		43 50

Brooklyn, April 27, 1861.

Richard Bannister,

Cr.

By Note @ 30 ds., to Balance %,

57

NEW FIRM.

May 1

Messrs. Lester & Brown have this day associated with them, Robert Lincoln, who is to invest an equal amount of Capital, and share equally in Gains and Losses, as per Contract. The Books of "Lester & Brown" are therefore made to exhibit their Resources and Liabilities, each partner being credited with his share of the Net Gain, and the Balances brought down as a New Investment. The new firm is to be styled "Lester, Brown & Co."

Following is an exhibit of Lester & Brown's affairs:

Resources.

Bal. due on personal acc'ts, per Ledger, \$416 00

Cash on hand, per Cash Book, 6374 38

Notes " " Bill Book, 1016 50

Value of Finished Stock, per Inven'y, 3500 00

" Unfinished " " " 1875 00

" Tools and Implements, 500 00

13681 88

Liabilities.

Bal. due on personal acc'ts, per Ledger,

175

Present Worth,

13506 88

James Lester's Investment, 6482 30

Robert Brown's " 6482 30

12964 60

Net Gain,

542 28

James Lester's $\frac{1}{2}$ net gain, \$271 14Robert Brown's $\frac{1}{2}$ " 271 14

DAY BOOK,—SET IV.

4

Brooklyn, May 1, 1861.

(1)	James Lester,	Cr.	
	By Net Gain, per Statement,		271 14
(1)	Robert Brown,	Cr.	
	By Net Gain, per Statement,		271 14
(4)	Robert Lincoln,	Cr.	
	By Cash Invested,		6753 44
(4)	Central Bank,	Dr.	
	To Cash Deposited,		12000
(3)	John Anderson,	Cr.	
	By Cash in full of %,		65
(2)	Timothy Paywell,	Cr.	
	By Cash in full of %,		175
(2)	J. W. Bulkley,	Dr.	
	To Cash in full of %,		121
(1)	James Lester,	Cr.	
	By Net Gain, per Statement,		187 73
(4)	Robert Brown,	Cr.	
	By Net Gain, per Statement,		187 73
(4)	Robert Lincoln,	Cr.	
	By Net Gain, per Statement,		187 74

SALES BOOK,—SET IV.

1

Brooklyn, April 2, 1861.

2	M. H. Low,	Brooklyn.	1 Rosewood Tete-a-tete,	\$60 00	120
			1 Gothic Mahogany Bedstead,	20 00	
C.B.			6 Mahogany Chairs, Carved,	25 00	
			1 Marble-Top Table,	15 00	
			Chgd. to %.		
3	H. W. Beecher,	Brooklyn,	1 Dressing Bureau, Serpentine Front,	\$22 00	61
			1 Lounge for Study,	15 00	
			1 Gothic Hall Stand, R. W.,	24 00	
			Recd. Cash.		
3	H. W. Clark,	Williamsburg,	6 Can-bottom Chairs, Mgy.,	\$15 00	61
			1 Black Walnut Tete-a-Tete,	25 00	
			1 Mgy. Centre Table,	14 00	
			1 " Card Table, O. G. Front,	7 00	
			Chgd. to %.		
B.B.	J. J. Powell,	Jamaica,	1 Card Table, Mgy.,	\$8 00	29 50
			1 Sofa " R. W.,	9 00	
			1 Piano Stool, R. W.,	7 50	
			2 Small Wash Stands, @ \$2 50,	5 00	
			Note @ 30 ds.		
C.B.	Thomas Proctor,	Yonkers,	1 French Bedstead, R. W.,		15
			Recd. Cash.		

SALES BOOK,—SET IV.

2

Brooklyn, April 5, 1861.

2	C. B.	J. W. Burkley,	Williamsburg,		
		1 Pair Ottomans, B. W.,	\$10 00		
		1 Lounge, Brocatelle,	15 00		
		6 Parlor Chairs, R. W.,	30 00		55
		6	Chgd. to %.		
3	C. B.	John W. Pattison,	New York,		
		1 Piano Stool,	\$8 00		
		1 Music Rack,	4 00		12
		7	Recd Cash.		
3	C. B.	Richard Bannister,	Chester,		
		1 Stuffed-back Chair,	\$15 00		
		1 Cottage Bedstead, B. W.,	12 00		
		1 Gothic "	20 00		
		4 Parlor Chairs, Mgy.,	16 00		
		1 Corner Stand, "	4 00		67
		"	Chgd. to %.		
3	C. B.	Henry W. Taylor,	Brooklyn,		
		1 Double-Leaf Secretary,	\$35 00		
		1 Enamelled Cloth Lounge,	10 00		45
		8	Recd Cash.		
3	C. B.	J. L. Cuyler,	Brooklyn,		
		1 Extension Dining Table,	\$14 00		
		6 Kitchen Chairs,	3 00		
		1 Book Case, R. W.,	40 00		
		1 Hall Stand, "	15 00		72
			Recd Cash.		

SALES BOOK,—SET IV.

3

Brooklyn, April 10, 1861.

C. B.	Robert Mc Grath,	Skip,		
	2 Quartette Tables, Mgy.,	\$5 00.		
	1 Sofa Table, Lyre Front,	11 00		
	1 Large Arm Chair,	12 00		
	2 Sew. Chairs, Cane Bot.,	6 50	34	50
		Recd. Cash.		
	12			
C. B.	James Smith,	Hempstead,		
	12 Dining Chairs,	@ \$1 50 \$18 00		
	1 " Table,	15 00	33	
		Recd. Cash.		
	15			
3	Roger Bacon,	Haverstraw,		
	1 Lady's Arm Chair, R. W.,	\$10 00		
	1 " Sewing " "	7 50		
	1 Card Table, "	6 00		
	1 Cabinet Box, R. W.,	20 00	43	50
		Chgd. to %.		
	18			
C. B.	William F. Turner,	Brooklyn,		
	1 Single Bedstead,	\$6 00		
	6 Cottage Chairs,	@ \$1 75 10 50		
	1 Quartette Table,	5 00	21	50
		Recd. Cash.		
	20			
3	John Anderson,	Brooklyn,		
	1 Set Enam. Furniture,	Chgd. to %.	65	
	25			
B. B.	James E. Jenkins,	Brooklyn,		
	1 Sofa Bedstead, Patent,	\$45 00		
	6 Parlor Chairs, Broc.,	30 00	75	
		Note @ 60 ds.		

SALES BOOK,—SET IV.

4

Brooklyn, April 28, 1861.

C. B.	<p>David Woods, Red Hook,</p> <p>1 Seta-a, sete, B. W. and Broc., \$40 00</p> <p>1 Easy Secker, " " " 25 00</p> <p>1 Corner Stand, 4 50</p> <p>Recd. Cash. 69 50</p> <p>30</p>	
3	<p>H. W. Clark, Williamsburg,</p> <p>1 Sofa Bedstead, Patent, Chgd. to %.</p> <p>45</p>	
	<p>NEW FIRM.</p> <p>May 1</p>	
C. B.	<p>Peter Samieson, Morrisania,</p> <p>1 "Sleepy Hollow" Chair, \$18 00</p> <p>1 Enameled Bedstead, 20 00</p> <p>1 " Wash Stand, 5 00</p> <p>Recd. Cash. 43</p> <p>3</p>	
2	<p>M. M. Low, Brooklyn,</p> <p>2 Gothic Chairs, B. W. Stuffed, \$30 00</p> <p>1 Set Enam. Furniture, 75 00</p> <p>Chgd. to %.</p> <p>105</p> <p>5</p>	
4	<p>Joseph Brooks, Bellvale,</p> <p>2 Cupboard Washstands, @ \$6 00 \$12 00</p> <p>1 Hat Rack, 5 00</p> <p>1 Dining Table, 14 00</p> <p>1 Black Walnut Crub, 5 00</p> <p>Chgd. to %.</p> <p>36</p>	

SALES BOOK,—SET IV.

Brooklyn, May 6, 1861.

2	<i>J. W. Bulkeley,</i> <i>Williamsburg,</i> 1 Centre Table, B. W., Carved, \$25 00 1 Bureau, Serpentine Front, 24 50 1 Side "What-not," 4 50 Chgd. to %. 10	54
3	<i>Richard Bannister,</i> <i>Chester,</i> 1 Reclining Chair, Patent, \$12 50 1 High Book Case, B. W., 40 00 1 Pair Footstools, 4 50 Chgd. to %. 15	57
C. B.	<i>C. L. Derby,</i> <i>New York,</i> 1 Set Enameled Furniture, \$75 00 1 Set-a-Set, 30 00 1 Rosewood Sofa, 60 00 Recd. Cash. 18	165
C. B.	<i>Iverson, Hinney & Co.,</i> <i>New York,</i> 1 B. W. Lib'y Book Case, Recd. Cash. 20	75
C. B.	<i>W. L. Simson,</i> <i>Penn Yan,</i> 2 Plain Wash Stands, \$4 00 1 French Bedstead, B. W., 25 00 1 Single " " 10 00 6 Dining Chairs, @ \$1 50, 9 00 3 Parlor " " 4 50, 13 50 Recd. Cash.	61 50

SALES BOOK,—SET IV.

6

Brooklyn, May 20, 1861.

A	Steamer Isaac Newton, North River,		
	6 Rosewood Sete-a-tetes, @ \$35 00	\$210 00	
	24 " Chairs, " 5 00	120 00	
	3 Stuffed, Proc. Arm Chairs, " 25 00	75 00	
	1 Carved Rosewood Centre Table,	50 00	455
		Chgd. to %.	
	25		
B	H. M. Low, Brooklyn.		
	150 Orchestra Chairs, for Academy of Music, @ \$4 00		600
		Chgd. to %.	
	28		
C. B.	George McDougal, New York,		
	1 Hall Stand,	\$4 00	
	6 Parlor Chairs, @ \$2 75.	16 50	
	1 Wash Stand,	10 00	30 50
		Recd. Cash.	
	30		
C. B.	Abraham Fuller, Jamaica,		
	1 Black Walnut Sofa,	\$30 00	
	1 Sete-a-tete,	25 00	
	1 Large Dining Table,	16 00	
	2 Gothic Chairs,	10 00	81
		Recd. Cash.	
	"		
C. B.	R. Van Norman, New York,		
	1 Piano Stool,	\$10 00	
	1 Music Rack,	5 00	
	3 Arm-chairs, Rosewood,	45 00	60
		Recd. Cash.	

LEDGER,—SET IV.

1

D^r

James Lester.

C^r

1861					1861				
Apr.	1	Sund. Debts,	1	1155	Apr.	1	By Invest'd,	1	7637 30
May	1	To Balance,		6753 44	May	1	" Net Gain	4	271 14
				7908 44					7908 44
May	31	To Balance,		6941 17	May	1	By Balance,		6753 44
				6941 17	"	31	" Net Gain		187 73
									6941 17
					June	1	By Balance,		6941 17

D^r

Robert Brown.

C^r

1861					1861				
May	1	To Balance,		6753 44	Apr.	1	By Cash Inv.	1	6482 30
				6753 44	May	1	" Net Gain	4	271 14
									6753 44
May	31	To Balance,		6941 17	May	1	By Balance,		6753 44
				6941 17	"	31	" Net Gain		187 73
									6941 17
					June	1	By Balance,		6941 17

D^r

David Owens.

C^r

1861					1861				
Apr.	1	Bal. due S. L.	1	230	Apr.	2	By Cash,	2	230

D^r

Thomas Welster.

C^r

1861					1861				
Apr.	1	Bal. due S. L.	1	57 30	Apr.	15	By Cash,	2	57 30

LEDGER,—SET IV.

2

D^r Timothy Paywell C^r

1861					1861				
Apr.	1	Bal. due S. L.	2	175	May	8	By Cash,	4	175

D^r Austin Packard. C^r

1861					1861				
Apr.	18	To Cash,	2	175	Apr.	1	Bal. from S. L.	1	175

D^r J. W. Bulkley. C^r

1861					1861				
Apr.	5	To Sund. S. B.	2	55	Apr.	1	Bal. from S. L.	1	230
"	30	" Balance,		175					
				230					230
May	6	To Sund. S. B.	5	54	May	1	By Balance,		175
"	9	" Cash,	4	121					
				175					175

D^r A. A. Low. C^r

1861					1861				
Apr.	2	To Sund. S. B.	1	120	May	31	By Balance,		825
May	3	" " "	4	105					
"	25	150 Chairs "	6	600					
				825					
May	31	To Balance,		825					

LEDGER,—SET IV.

3

D^r

H. W. Clark.

C^d

1861						1861					
Apr.	3	To Sund. S. B.	4	61		Apr.	4	By Cash,	2	50	
"	30	" "	4	45		"	30	" Balance,		56	
				106						106	
May	1	To Balance,		56							

D^r

Richard Bannister.

C^d

1861						1861					
Apr.	7	To Sund. S. B.	2	67		Apr.	20	By Cash,	2	30	
				67		"	27	" Note,	3	37	
										67	
May	10	To Sund. S. B.	5	57							

D^r

Roger Bacon.

C^d

1861						1861					
Apr.	15	To Sund. S. B.	3	43	50	Apr.	25	By Cash,	2	43	50

D^r

John Anderson.

C^d

1861						1861					
Apr.	20	To Sund. S. B.	3	65		Apr.	5	By Cash,	4	65	